Use the following steps to build your own Google Site.

1. Log into your account.
   - Go to [www.google.com](http://www.google.com)
   - Sign into your Google Account.
   - Username: youraccount@gmail.com and password.
   - Click the Sign in button.

2. Go to Google Sites
   - In the More drop down menu, click Sites.

3. Create a new site.
   - Click the Create new site button.

4. Choose a template to use.
   You can use one of the template thumbnails displayed to select a template or click the Browse the gallery for more link to view additional templates to choose from.
   - Click the Browse the gallery for more links.
5. In the **Select a Site Template** screen you can search through the listed categories, or use the Search option to locate a template to use.
   - In the Search field, enter *ePortfolio* and then click the Search button.
   - A list of site templates appears.

**Note:** A variety of site templates are available, use the Search field to locate appropriate templates for the type of site you wish to create. For example, to create a *web journal*, *photo site*, etc.

6. In the list, identify the template you want to view.
   - Click the **Preview template** link to view the pages in this template website.

   - This lets you see if the template contains the pages you want to include in your site. You can edit the site and the pages after you select a template, but it is a good idea to select a template that provides a majority of the elements you want for your site.

   - Click the **Use this template** button to select this template.
7. Google takes you back to the Create New Site page. Next you will name your website.
   - In the **Name your site** field, enter a name for your website. *(For example, YourName_eportfolio.)*
   - As you type, Google updates the site URL (web address) in the field below. Your site web address can only contain letters and numbers, no special characters.

8. Choose a theme for your site.
   - The template you chose already has a theme (colors/design) applied to it, but you can select a different theme if you like.
   - Click the (+) in front of **Choose a theme** to display themes you can apply to your site.
   - Click the thumbnail image of the theme you want to apply.

9. More Options lets you provide a description for your site, specify who can view the site, and set whether the site contains mature adult content.
   - Click the (+) in front of **More options** to display the additional options.
   - Under **Share with**, select **Only people I specify can view this site** if you want to limit who can view your site.

10. Type the verification code.
    - In the **Please type the code shown** field, enter the text displayed on the screen, and then click the **Create site** button.
11. Review your site.
   - Click Edit Page to update content in your site.