CFP Portfolio Instructions for Students

Completing Student Surveys

1. Click on TK20 login link in the middle of the CFP webpage: http://asburyseminary.edu/students/cfp

2. In the new window (Tk20) click on the Portfolios tab at the top of the screen

3. Click the Christian Formation Process link

4. Click the Student Survey tab in the Portfolio

5. Click the “Click here to attach” link next to the appropriate survey (1/3, 2/3, or Final)

6. Click Continue

7. At this point you may want to expand the pop-up window to an appropriate size for your screen. Grab the bottom right corner and expand the window.

8. Give your survey a title, for example “1/3 Survey”

9. Answer the questions, but do not click save until you have completed the next step.

10. Click the link in the final question to make sure any holds are cleared related to CFP

11. After clicking the “holds” window, return to the survey and click save at the end of the survey pop-up window

12. Click “Save” at the bottom of the Portfolio window.

13. No need to “Submit” your Portfolio if you are finishing your Final Survey.
Uploading CFP Papers

1. Click on Student login link on CFP webpage
2. In the new window (Tk20) click on the Portfolios tab at the top of the screen
3. Click the Christian Formation Process link
4. Click the Papers tab in the Portfolio

5. Click the “Click here to attach” link next to the appropriate paper (Rule of Life or Spiritual Autobiography)

6. Click Continue
7. Click “Choose File” and locate the appropriate paper on your computer
8. Click “Save” at the bottom of the pop-up window.
9. Click “Save” at the bottom of the Portfolio window.
10. No need to “Submit” your Portfolio after you finish your Final Survey.