

Now that you know what an IDOL portfolio is, and why you should have one, it is time to start creating yours.

In the previous step we suggested three ways to go about setting up your portfolio. This is the recommended, “minimal fuss” option where we guide you, step-by-step, through everything so you can quickly move ahead with creating great things to put in your portfolio. To make this as easy as possible, we have made nearly all of the decisions for you and we have done a bunch of the work for you.

Here's the catch - to make this so easy, the options we chose are going to cost around \$40 for the first year. By the time we're done, I think you will agree that this is a great investment in your career. So let's get started....

There are three steps to getting your portfolio set up. You will purchase your “hosting” and “domain name”, you will install the website programs and you will load the IDOL Portfolio template.

You can be thinking of a good domain name now. It should be descriptive and easy to remember - it will become part of your professional brand. Many people use a variation of their name for their domain, but if you have a branding idea or company name, that can work too. Some good examples from IDOL Academy alumni are:

- DrRobinSargent.com
- MollyJParsons.com
- KOlivaDesign.com
- TandiTech.com

[NOTE: show visual of these to avoid needing to explain how they are spelled]

Okay, here we go.

## **STEP 1:**

The first step is to purchase your hosting. We chose IONOS because they are very reliable, have a great reputation and offer a low-cost plan that is just right for your IDOL Portfolio. Point your browser to this website:

<http://www.ionos.com/hosting/wordpress-hosting>

[NOTE show URL on screen]

1. Scroll down the page until you find the “Package Overview” section. Choose the \$3/month “Essentials” plan.

 2. On the next page, enter your desired domain name in the box and check if it is available. Keep checking names until you find one you like that is available. For this example, we used the domain name “MyIdolPortfolio.com”.

 3. Complete the purchase of your hosting and domain name. As part of completing the purchase, you will enter an email and password - make a note of both values, you will need them. You may also enter a username, record that too.

 You will receive several emails from IONOS, one of them contains the “Terms And Conditions” of your new hosting account. Be sure to read them.

One of the emails says “Action Required: Please Confirm Email Address”. This is to confirm the details of your domain name and ensure the email address belongs to you. It is very important.

- a. In the email is a button that says “Confirm Email Address” - click it.
- b. You will go to a web page with some instructions for “Initiating a New Email Address Verification”. Just above the instructions is a button to “Confirm the Email Address” - click that.

Your hosting account is now set up. TO access it,

- a. visit <http://ionos.com>
- b. The username is your domain name - for our example it is “MyIdolPortfolio.com”
- c. The password is the one you entered when you were completing the purchase.

YOu wont need to access the hosting account very often after we are done here. Mostly for things like billing questions or adding to your service or cancelling your service.

## STEP 2

After you complete the hosting purchase it will take a couple of minutes to prepare your account. When it becomes available, click the “Get Started” button.

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1. Enter "MyIdolPortfolio" as the website title then click "Create Website".
  2. On the next screen, enter "MyIdolPortfolioAdmin" for the Administrator's Login and "IdolPortfolio2020" as the password.

These values are temporary, we'll change them later. If you use some other values now, they will be overridden when you load the portfolio template. That will cause confusion later when you try to log in.

PLEASE - use these values for now and we'll change them before we are done.

3. Choose your language, and continue.

On the next screen, choose the "Managed WordPress" option. This means that the hosting company (IONOS) will take care of security updates, system backups and such.

When your site is set up you will see a dashboard page with a section on the right for your domain name.

You will notice that the name is not quite what you asked for - lets fix that. Choose the "Select Domain" link to see your choices. Choose the one you purchased. You can ignore any messages about some other domain being available for you - they are offers for you to purchase variations on your domain name.

There is no "save" button, just return to the dashboard and you will see that your site is now using your domain name.

Your website is now installed - before we make it look like a portfolio, please make note of this information:

- To see your website like everyone else sees it, visit the domain name: i.e. MyIdolPortfolio.com You can do that now if you want - but it looks nothing like a portfolio yet.
- To access your website as the administrator - so you can make changes to it - go to the administrators page of the site: MyIdolPortfolio.com/wp-admin

# Congratulations

You have installed the website for your IDOL Portfolio.

 To start working with the website, you'll visit the WordPress administrator page and log in with the temporary username and password

## STEP 3

Okay - last step, this is where the magic happens. When you first set up a website, there are lots of little changes to make before you start adding your content. We have already done those things and saved them as our template. All you have to do is load the template.

For your reference there three major shortcuts that we have done for you -

- We have installed a licensed version of the DIVI page editor. DIVI is a “plugin” which makes editing your portfolio pages much easier than the regular WordPress editor. IDOL Courses Academy has purchased a license for DIVI and is allowed to share that with our students.
- We have installed a licensed version of the DIVI-Resume theme. This theme provides a great generic starting point for a portfolio.
- We have customized the DIVI-Resume theme to look like an instructional designer’s portfolio. We added our colors and logos so that it is easy for you to find them and replace them with your own.

 We're going to install a plugin that can load our template.

1. Log in to your new website as the administrator (remember - that's the MyIdolPortfolio.com/wp-admin link) The first page you see is the dashboard. It has a menu on the left.

4. When the results come back, find the WP Clone plugin. Choose to install the plugin, then choose to activate the plugin



Now we're going to load the template

1. Navigate to the WP Clone menu
2. Type, or paste, this value into the "Restore From URL" field near the middle of the page. The value to enter is in a box that just popped up in the middle of the video

[NOTE: the value is <http://tinyurl.com/MyIdolPortfolio-002> as of the initial recording]

3. Check the box that you agree to the warnings

Okay - we need to take a pause here. If you are following along and setting up a brand new website, you're okay. You can ignore this warning. If you are using these instructions to load the template on your own, existing, website - STOP. The next step will overwrite everything about your website and replace it with our Basic IDOL Portfolio Template. I mean EVERYTHING.

Again - if you are following along and setting up a brand new website, click the button with confidence. If there is anything at all on your website that you want to keep, do not click the button.

4. Click the "Restore From URL" button

## Almost done...

1. When the restore is complete you will need to log in again. Navigate back to the "/wp-admin" page of your site
2. Log in with the temporary username of "MyIdolPortfolioAdmin" and temporary password of "IdolPortfolio2020".
3. Navigate to the Users menu and Add New user. Enter the username that you want for your administrator account.

It is good practice to use a unique name - different from the username you use on other sites. In our example we used "MyIdolPortfolioAdmin". The user name cannot be changed later.

- Set the email for the new administrator account
- Click the Show Password button to set your desired password.
- Set the "Role" field to ADMINISTRATOR. If you forget this step you will not be able to make changes to your site.
- Click the "Add New User" button to save the info and create the user account.

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3. Log out of the site and log back in with your new username/password. The logout link is under the MyIdolPortfolio menu in the upper-right corner of the page.

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4. Navigate back to the Users menu and delete the MyIdolPortfolioAdmin user account. Delete the DrRobinSargent account if it exists.

When you delete the account, choose the "attribute all content to: <your user>" option.

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5. Navigate to the General Settings menu and set the website title to whatever you want.

- Also on the General Settings page, change the Administration Email Address to your own so I don't get emails about your website.

6. Save the changes to the General Settings page (the button is at the bottom of the page)

## Congratulations

You have created the framework of your IDOL Portfolio. The next lesson for you is picking colors and customizing the framework to reflect your personal style.