



Basic IDOL Portfolio Set Up

Please use the Facebook Group for Questions

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In the previous step, we told you that this is the “easy button” version of setting up your portfolio. To make it so easy, we have made all of the decisions, and done much of the work, for you. That includes choosing what programs and websites you will use.

Here is the catch - to make this so easy we are going to have you purchase your website space at a cost of around \$40 for the first year.

Okay, let's get started....

STEP 1: Buy your website

The first step is to purchase your website space from an internet host. There are lots of hosts available, 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.

Your hosting plan includes the cost of a “domain name”, or internet address, for your website. Choose one that is descriptive and easy to remember, this will become part of your professional brand. Most people use a variation of their name, but if you have a branding or company idea, that can work too. Here are some good examples from Academy Alumni:

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

1) Visit <https://www.ionos.com/hosting/wordpress-hosting>

2) Scroll down to the “Package Overview” section and choose the \$3/mo “Essential” plan

3) 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 use “MyIdolPortfolio.com”

4) Complete the purchase.

NOTE: you will enter an email and password as part of completing the purchase. Make note of these, they are needed to access your internet host account.

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

One of the emails asks you to confirm the details of your new domain - it says “**Action Required: Please Confirm Email Address**” and contains a button to “Confirm Email Address”. Click the button - it will take you to a web page where you will click the “**I confirm the email address**” button.

To access your internet host, visit <http://ionos.com> The username is your website address, i.e. MyIdolPortfolio.com. The password is the one you entered when you were paying for the hosting.

STEP 2: Install WordPress

After making your payment, it will take a couple of minutes to prepare your account. When it becomes available, click the “**Get Started**” button.

- 1) Enter "MyIdolPortfolio" as the website name for now. *If you set your own name now, it will be changed when you load the portfolio template. We'll have you set what you really want at the end of step 3.*
- 2) On the next screen, enter "MyIdolPortfolioAdmin" for the username of your WordPress administrator account. *If you set your own name now, it will be changed when you load the portfolio template. We'll have you set what you really want at the end of step 3.*
- 3) Enter "IdolPortfolio2020" as the password for your WordPress administrator account - *again, if you set your own password now it will be changed when you load the template and we'll have you set it again at the end of step 3*
- 4) Choose your language and continue.

On the next screen, choose the **"Managed WordPress"** option - this means that your hosting company 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 in the upper-right for your domain name. Notice that it is not exactly what you asked for. Choose the **"Select Domain"** link then choose your domain name from the list.

Make note of these:

- To view your website like everyone else will see it, visit the domain name you chose. For our example site it is <http://MyIdolPortfolio.com>
- To access your website as the administrator - so you can make changes to it - browse to the "/wp-admin" page of the site. For example, our site is <http://MyIdolPortfolio.com/wp-admin>

STEP 3: Install the IDOL Academy Basic Portfolio template

Now that the basic website is available, it is time to set it up as an IDOL Portfolio.

- 1) Log in to your new website as the WordPress administrator. The first page you see is the dashboard. It has a menu on the left.

(administrator username of "MyIdolPortfolioAdmin" and a password of "IdolPortfolio2020")

- 2) Find the **Plugins** entry on the menu and choose **Add New**.

- 3) Near the top of the Add New Plugin page, on the right, is a search box, search for “**wp clone academy**”.
- 4) Install and activate the WP Clone plugin, it looks like this:
- 5) Navigate to the **WP Clone** menu.
- 6) Type, or paste, this value into the "Restore From URL" field near the middle of the page.

<https://tinyurl.com/MyIdolPortfolio-002>

- 7) Check the box that you agree to the warnings listed

STOP: the next step will overwrite EVERYTHING on your website. DO NOT do click the "restore" button if you have ANYTHING on your website that you want to keep.

- 8) Click the “**Restore from URL**” button.

(administrator username of "MyIdolPortfolioAdmin" and a password of "IdolPortfolio2020")

Almost done...

- 1) Navigate back to the WordPress administrator page of your site. It is the one that ends in '/wp-admin', i.e. MyIdolPortfolio.com/wp-admin

(administrator username of "MyIdolPortfolioAdmin" and a password of "IdolPortfolio2020")

- 2) Navigate to the **Users** menu and **Add New** user. Enter the user name and password 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.

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.

NOTE: from now on, your WordPress administrator account username and password are the ones you just entered

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

4) Navigate back to the Users menu and delete the MyIdolPortfoAdmin user account.

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

If there is a DrRobinSargent user, delete that account too.

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

6) Also on the General Settings page, change the Administration Email Address to your email address.

NOTE: when you change the administrator address, you will get an email at the new address to confirm the change. The change will not take effect until you confirm the change.

7) 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 will be customizing the framework to reflect your personal style. [[Edit MyIDOLPortfolio Tutorial](#)]

NOTE: There are other lessons in the Academy that give instructions for setting up your website and installing the DIVI builder manually. Skip those lessons - your website is set up and following those other instructions now will cause you problems.