Step 1: Visit EAS site at “http://umbc.tk20.com”

Step 2: Enter your EAS via Tk20 username and password and click “Login”
Step 3: Click on Portfolios tab and click a portfolio name

Step 4: Click on the “Share” button located at the rightmost of the screen highlighted in the screenshot
Step 5: Enter the email addresses of the recipients with whom you would like to share your portfolio (The recipient will receive an email containing a portfolio URL/link).

Step 6: Re-enter the subject as you wish.

Step 7: Select an end date (this date will be the last day that a recipient(s) can access your profile through URL).

Step 8: Type a message as you wish.

Step 9: Click Share