# How to relink a portfolio to a different bibliographic record

1. Find the portfolio in Alma – search by Electronic portfolios and title or keywords:



1. Click on Edit Portfolio next to the portfolio you want to relink:



1. Click on the “Relink to another bibliographic record” button:



1. Search for the record you want to link the portfolio to in the box that appears:



1. Click on the record in the search results:



1. A confirmation box appears- you will be asked what to do with the original bibliographic record if it will no longer have inventory- no nothing, delete, or suppress. Generally, the best option is to delete.



Click Confirm.

1. Now the portfolio is linked to the new record:

