## Send Messages to Students/Clients

Those with Staff, District and Site Administrator accounts can send messages to students and other users through AKCIS. Messages can be sent to individuals, groups, or all users within the site. When a user has their email address in their portfolio, they will receive an email notification of the AKCIS message.

First, go to akcis.org and log in with your Administrator or Staff username and password.



Select for Last Name begins with: Select by Group: Select -  Select by Group: Select by Graduation Year: Select -  Select all Users in Site						
Select Portfolio Task Mode						
• View, edit, show files, reset password	○Manage parent accounts for portfolios					
$\bigcirc$ Reset password(s) for portfolio(s)	○ Assign advisor accounts to portfolios					
$\bigcirc$ Hide portfolios	○ Activate assigned checklists					
$\bigcirc$ Transfer portfolios	$\bigcirc$ Do all portfolio tasks					
○ Merge portfolios						
Generate Portfolio List						

Select   Unselect   Export   Export for Upload   Print   Send Message						
		Last Name	First Name	<u>Username</u>	<u> </u>	
		Student	High School	HighSchoolAKCIS	5	
		Student	High School	HSStudent		



- 1. Click Messages on the top right corner, next to your name.
- 2. The Messages screen displays. Use the pull down menu to select the Messages Received folder or Messages Sent folder.

In the Messages Received folder you can:

- Send a new message
- View messages you have received
- Reply to and delete messages

In the Messages Sent folder you can:

- View messages you have sent and their status (unread, read, or deleted by the user)
- Delete sent messages
- 3. To send a new message, click Send New Message.
- 4. The Search Portfolios screen appears. Select a search mode. For the portfolio task mode, select View, edit, show files, reset password, then click Generate Portfolio List.
- 5. The Portfolio Select screen appears. Select the users you want to message by clicking the **box** to the left of their name. Click **Send Message**.
- 6. The Send Message screen appears, displaying a message field and a list of the message recipients. Type your subject and message, then click **Send**.