

# Parent/Guardian Accounts

Parent/guardian encouragement and involvement can help motivate students. If you wish to view your student's portfolio to support your child's career and education exploration and planning, contact their school counselor to request a Parent Account.

Username:   
Password:   
 **2**  
Log in with your Zip Code  
Forgot Username or Password?

**Set Security Questions**  
Please choose and answer two security questions. Hint: select sec  
Security Question 1: - Choose Question -  
Answer 1:   
Security Question 2: - Choose Question -  
Answer 2:   
 **3**

**Reset Password**  
Please enter a new password. Passwords must be at least  
Password:   
Re-type Password:

**AKCIS Alaska Career Information System** **4**  
**Parent/Guardian Main Menu -- High School Parent for Student's ACPE Training**  
As a parent/guardian you have been given access to your student's Alaska Career Information System. You can view what is saved in the portfolio. You may also leave messages to be viewed by your student's counselor or teacher.  
**High School Student's Portfolio**  
 View items in the portfolio.  
 (No review required)  
Parent/Guardian review of checklist items are required for High School Student's checklist to be reviewed.  
**View Files**  

File Name	Open
AKCIS Parent Engagement 2015.pdf	<input type="button" value="Open"/>
Top 50 Worst Interview Mistakes.docx	<input type="button" value="Open"/>

**Messages**  
 Send, receive, and manage messages.

1. (not shown) Contact your student's school counselor or teacher to request a Parent Account. Once they have created your account, you will be emailed a username and temporary password.
2. Go to [www.akcis.org](http://www.akcis.org) and enter the username and password you received, then click **Login**.
3. You will be directed to set security questions and reset your password.
4. The Parent/Guardian Menu will appear, where you can:
  - **View Portfolio Content** - View activities, assessments and reflections your student has saved to their portfolio
  - **Review Checklist Items** - Review progress on your student's activity checklists. Checklist items are age-appropriate and designed to help students explore education and career options.
  - **View Files** - See the files your student has uploaded to their portfolio
  - **Messages** - Send and receive messages to/from your student and school staff