

# Advisor Accounts for Site Administrators

Advisor Accounts allow people who are not site staff to view a user's portfolio and send them messages. The AKCIS State Operator creates advisor accounts, and then Site Administrators can add advisors to their site. Advisors can then access student portfolios in one of two ways: 1) Users authorize advisors to view their portfolios, or 2) the Site Administrator assigns approved advisors to specific students.

First, go to [akcis.org](http://akcis.org) and log in with your Administrator username and password.

The screenshot shows the 'Other Accounts' menu with three main sections: 'Maintain Staff Accounts', 'Maintain Parent Accounts', and 'Advisors'. The 'Advisors' section is highlighted with a blue box and a circled '1'. The 'Advisors' section contains the link 'Select Advisors for Your Site'.

Advisors that are available for your site:

Last Name	First Name	Title	Can View Username	Can Assign to Portfolio Users	Add
Counselor	ASRC	Arctic Slope Regional Corporation	No	No	Add
Counselor	BBNA	Bristol Bay Native Association	No	No	Add

Advisors that have been selected for your site:

Last Name	First Name	Title	Count Portfolios Assigned	Can View Username	Can Assign to Portfolio Users	Remove
advisor	example	example advisor account	4	Yes	Yes	Remove

The screenshot shows the 'Other Accounts' menu with three main sections: 'Maintain Staff Accounts', 'Maintain Parent Accounts', and 'Advisors'. The 'Assign Advisors' link in the 'Advisors' section is highlighted with a blue box and a circled '4'.

Select | Unselect | Export | Export for Upload | Print [Total record]

	Last Name	First Name	Username	Unique ID	Last Use	Grad Year	View	Assign Advisor
<input type="checkbox"/>	Student	High School	HighSchoolAKCIS		11/11/2015		View	Assign

Advisors that are available to High School Student:

Last Name	First Name	Title	Add
advisor	example	example advisor account	Add
Advisor	Future Educators	FEA Staff	Add

1. Hover your mouse over the Other Accounts tab and click **Select Advisors for Your Site**.
2. The Select Advisors screen will appear, displaying all available advisor(s) in Alaska. Select advisor(s) for your site by clicking **Add** in the row of the advisor you want to select.
3. The advisor's name will move to the upper table after you click **Add**. You can remove advisors from your site at any time by clicking **Remove**.
4. To assign your advisors to individual users at your site, hover your mouse over the Other Accounts tab and click **Assign Advisors**.
5. The Portfolio Select page appears, displaying all portfolios for your site. Locate the student you wish to assign an advisor(s) to and click **Assign** on the far right column. You have to select and assign advisors to each student individually.
6. The Advisor Accounts page will appear, displaying the students name and advisors assigned to your site. Locate the advisor you wish to pair with the student and click **Add**.