

Create Groups & Add Members

Groups help Staff and Site Administrators manage student activity and portfolios within AKCIS. Both Site Administrators and Staff Accounts can create groups through the Administrative Tools. You can easily run reports on groups and reset passwords for entire groups at a time.

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

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Select	Last Name	First Name	Username	Unique ID	Last Use	Grad Year
<input checked="" type="checkbox"/>	ACPE	Emily	emilyacpe		10/20/2015	

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Select	Last Name	First Name	Username	Unique ID	Password	Last Use	Grad Year	Edit	View
<input type="checkbox"/>	Student	High School	HighSchoolAKCIS		Reset	11/11/2015		Edit	View
<input type="checkbox"/>	Student	High School	HSSstudent		Reset	05/23/2016	2016	Edit	View
<input type="checkbox"/>	Student	Sample	training1		Reset	10/07/2014	2010	Edit	View

1. Hover your mouse over the Portfolios & Groups tab and click Add New Group.
2. The Add Group page appears. Enter the name of the Group you are creating and click Add.
3. The Edit Group Membership page appears. Select the new group from the drop down and click Add Accounts to Group.
4. The Search Portfolios for Adding to Group page will display. You can search for users by last name or graduation year, or list all users in the site. Select an option and click Generate List of Portfolios.
5. The Add Portfolios to Group page will appear. Select the users you wish to add to your group. You can do this individually, with the Select All option, or via the search feature. Click Add to Group.
6. The screen will refresh, showing the members of the new group. From here you can reset user's passwords, edit portfolio information, and view portfolio contents.