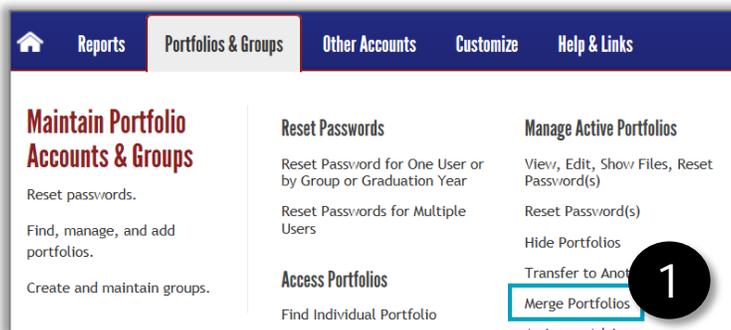


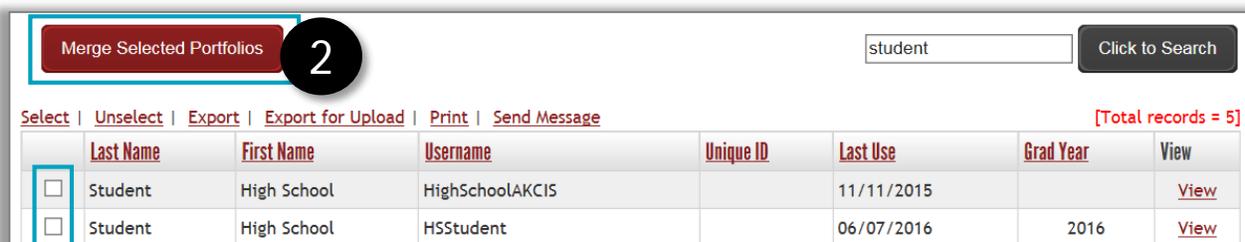
Merge Portfolios

Merging portfolios allows Staff and Administrators to combine the contents of multiple portfolios into a single portfolio. This is a helpful tool if you discover multiple accounts for a single user.

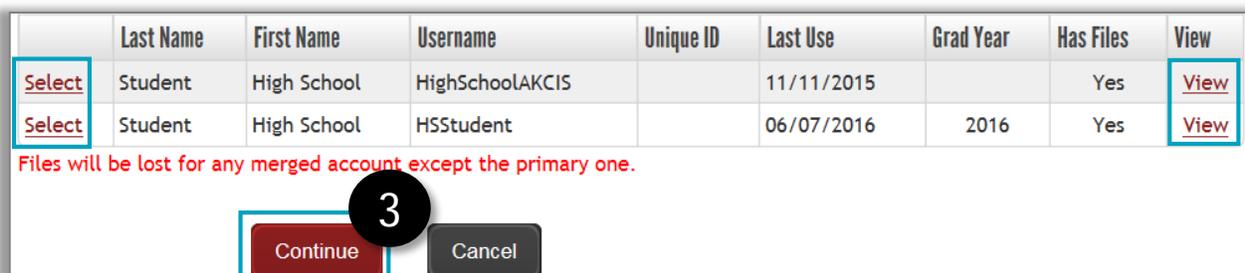
First, go to akcis.org and log in with your Administrator or Staff username and password.



1. Hover your mouse over the Portfolios & Groups tab and click Merge Portfolios.
2. The Portfolio Select screen appears. Select two or more portfolios to merge, then click Merge Selected Portfolios.



3. The Merge Portfolios screen appears, prompting you to select a primary account, which is the portfolio that the contents of the other portfolios are merged into.
 - Click **View** to see portfolio contents. Career Plan reflections, Course Plans, Checklists and files do not merge. If one portfolio has this content, select it as the primary account. If more than one portfolio has this content, print it before completing the merge process.
 - Click **Select** next to the desired primary account and click **Continue**.



4. (not pictured) A pop-up appears asking if you want to merge other accounts into the primary. Caution - it's not possible to unmerge portfolios. Click **OK**.
5. (not pictured) The screen refreshes with a message saying Merge Successful. The user can log in to the merged account with the primary account's username and password.