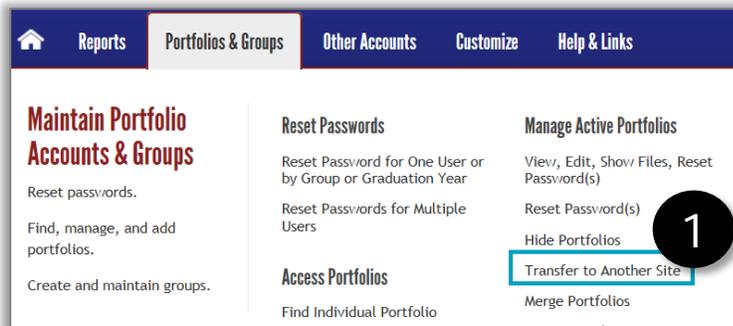# Transfer Portfolios to Another Site

Portfolios can easily be transferred from one site to another by the student/user, staff, or site administrators. Transferring portfolios from one site to another can be done by batch or individually.

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

1. Hover your mouse over the Portfolio & Groups tab and click **Transfer to Another Site**.

2. The Portfolio Select screen will appear. Select the portfolios you need to transfer by clicking the checkboxes next to users' last names. Click **Transfer Selected Portfolios**.
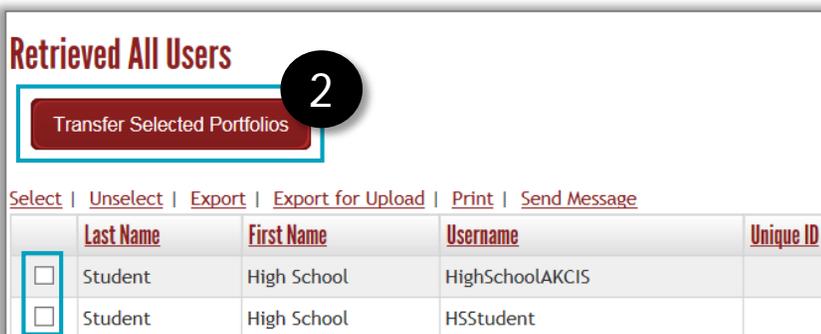
3. The Transfer Accounts to Another Site screen will appear. Enter the username and password for the site to which you want to transfer the accounts and click **Continue**. If you don't know the new site's login information, contact the AKCIS Helpdesk at 1-800-441-2962, option #3 (465-2962 in Juneau) or akcis@alaska.gov.

4. (not shown) Red text will appear, confirming the portfolios were transferred to the new site.