

Create a Portfolio (1 of 2)

Having an AKCIS portfolio allows you to save your research on education and career options and sort and assessment results. With your portfolio, you can utilize AKCIS planning tools such as the Personal Learning & Career Plan, Checklists, and Resume Creator. You can also store important documents, such as your resume and samples of work, in your portfolio.

AKCIS Login

Username:

Password:

Login

Log in with your Zip Code

Forgot Username or Password?

Start Your Plan

Explore, organize, and set your goals.

Students:

Contact your school for your username and password.

Job Seekers:

Use the [Log in with your Zip Code](#) link to start today.

Assessments Occupations Education Employment My Portfolio

Focus in on your

Create My Portfolio

Existing Users

Use your username and password you entered when you created your "My Portfolio" account.

Username:

Password:

Sign in

Forgot your username or password?

New Users

Create "My Portfolio" to save and return to

Create "My Portfolio"

CREATE "MY PORTFOLIO"

School/Organization: AK Resident Wrong Site? Log In Again

First Name:

Last Name:

E-mail: * For e-mailing your username if you forget it and messages from staff

Graduation Year:

Username: **

Passwords must be at least 6 characters, and cannot contain a space, \, #, ., !, or '.

Password: **

Passwords must be at least 8 characters, and contain at least one uppercase letter, one lowercase letter, and one number.

Re-type Password: **

Security Question 1: **

Answer 1: **

Security Question 2: **

Answer 2: **

Submit

* Required Fields

1. Go to www.akcis.org and log in.

- Students, contact your counselor or a teacher for your school's username and password. Using your school's login information will ensure your portfolio contains tools most appropriate for your stage in life. Enter your school's login information and click **Login**.

- Non-students, click **Log in with Zip Code**. Enter your city/town and zip code and click **Sign in**.

2. You are now logged into AKCIS, but you still need to create your portfolio. Click **Create My Portfolio**.

3. The page will refresh. Click **Create My Portfolio**, on the right side.

4. The Create "My Portfolio" page will appear. Complete at least the required fields, marked by asterisks (**).

- In the future when you log into AKCIS, use the username and password that you just created.
- Click **Submit**.

Continued on next page

Create a Portfolio (2 of 2)

MY PORTFOLIO ACCESS

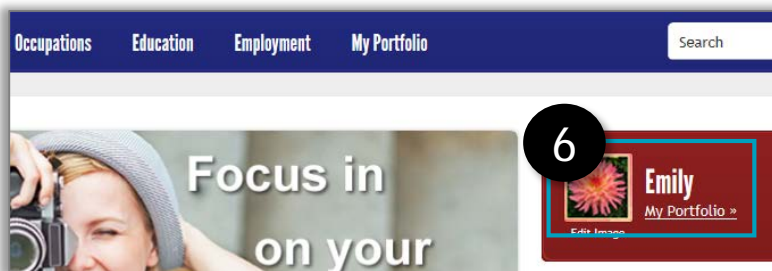
A major advantage of creating a personal portfolio within CIS is to save the results in case you can't finish in one visit or to restore the results and content information you find valuable. Beyond simply saving links to results and information about yourself, the occupation and education opportunities you discover,

You are not required to save any information, but if you do we respect your choice. Your information will not be shared by anyone without your permission. If you want your comments to be visible, you want to discuss this option with your counselor first to ask him or her how your choice is yours.

- Yes, it is ok for the school counselor to view my comments.
- No, I do not want anybody to view my comments.

Submit

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- The My Portfolio Access page will display. Check the appropriate button to indicate whether counselors may have access to view your notes. Select **Yes** or **No** and click **Submit**.
- You will be redirected to the AKCIS home page. Your name will now show in the red rectangle. Hover your mouse over **My Portfolio** to access your portfolio tools and saved content.
- Portfolio contents include:
 - Checklists:** Age-appropriate activities to keep you on track
 - Career Plan:** Learn more about yourself, research and evaluate your options, set and update goals, and make career plans
 - Course Planner:** Plan your courses several years in advance
 - Application Tracker:** Record and track various elements of college and scholarship applications
 - Favorites and Sort and Assessment Results:** Once you save something, you can find it here. Click the category on the left to view those files/results in the middle of the page.
 - Resume Creator:** Enter and save your employment and education history, then use the formatting tool to customize your resume.
 - Stored Files and Links:** Upload, save, and view documents and links to important work samples. You have up to 5 MB of storage.