Checklists provide recommended career development activities and assignments; use them to track your progress and keep your career development on track. They're also a good navigation tool to use until you become more familiar with AKCIS.

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

1. Hover your mouse over the My Portfolio tab and click **Checklists**.

2. Click **View** next to the checklist you want to see.

3. Your selected checklist will appear. You do not have to complete activities in the order they're listed.

Click the name of any checklist activity to be redirected to the corresponding activity page, where you can review your material and/or complete the activity.

The status column shows your activity progress. The status key explains the symbols. For completed activities, the date the activity was completed shows.

Key to Status column: ○ = No Progress; ◑ = Partial completion; ✅ = Check required (self, parent/guardian, and/or staff); ● = Met.

Checklist Activity	Edit Note	Self Review	Status	Date Met
Enter Personal Information ✳✳		☑	●	12/04/2015
Alaska Measures of Progress (AMP) Assessments - ELA and Math n/a	✏	☐	✅	
Complete Reality Check Assessment ✳✳			●	10/08/2015
Complete the Work Importance Locator ✳✳			●	10/07/2015
Career Cluster Interests ✳✳		☐	✅	

Click the question marks for details and requirements to complete the activity.

Pencil icons indicate you will need to write a note. Check the activity's help message to see what the note should contain.

Some activities require self-review, marked by a checkbox in that column. Check the box once you have completed the review.

Asterisks (✳✳) mark required activities.

The below steps provide an example of how to utilize the checklists.

1. The activity *Identify Career Goals* shows 'no progress' in the status column. Click the ❓ **icon** for more details on the requirements to complete the activity. Once you understand the activity requirements, click the **activity** in the checklist.

Checklist Activity	Edit Note	Self Review	Status	Date Met
Complete Reality Check ✳✳ ❓			🟢	08/07/2015
Complete the Interest Profiler - Short Form ✳✳ ❓			🟢	08/10/2015
Complete the SKILLS Assessment ✳✳ ❓			🟢	08/11/2015
Complete the Occupation Sort ✳✳ ❓			🟢	11/01/2015
Save Occupation Interests ✳✳ ❓			🟢	11/01/2015
Save Education and Training Interests (if applicable) ❓		☐	✅	
Identify Career Goals **(1)** (Career Plan) ❓		☐	◯	

2. A pop-up window will appear. Complete the activity, then click **Insert Today's Date** and **Save Information**. After your entry has saved, click **Close Window**.

Identify Career Goals

Identify and record your personal career goals in the Career Plan section of your AKCIS portfolio.

What are your career goals?

Save Information	Insert Today's Date	**(2)**

3. The status will update to "check required." Click the **Self-Review** box after you have confirmed your entry continues to represent your interests.

Identify Career Goals	(Career Plan) ❓		☐ **(3)**	✅	

4. The status will update to "done" and the date will appear in the last column.

Identify Career Goals	(Career Plan) ❓		☑	🟢 **(4)**	08/07/2015