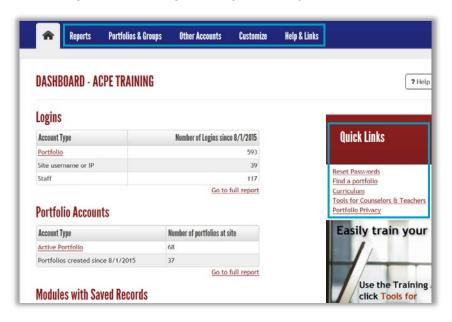
Portfolio Administration Tools (1 of 2)

Administration Tools help Staff and Administrators organize and manage portfolios and view data on program usage at their site. Through these tools you can look up usernames, reset passwords, create portfolios, assign portfolios to one or more groups, send messages, set up custom features, and generate reports. You can also use the Administration Tools to upload courses available at your school for use in the Course Planner tool and develop custom checklists.

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



Reports Portfolios & Groups Other Accounts Customize Help & Links Reports Summary Sorts Assessments Get information about site Financial Aid Sort Career Cluster Inventory Logins usage, what users are saving Occupation Sort Entrepreneur's Quiz to their portfolio, and much Modules with Saved Records School Sort Interest Profiler Interest Profiler Short Form **Favorites Planning Tools** Reality Check Application Tracker Occupations SKILLS Career Plan Programs of Study Work Importance Locator Checklist Learning Styles Survey Show All Favorites Course Plan Résumé Creator Stored Files & Links Related Accounts Résumés Links Visitors

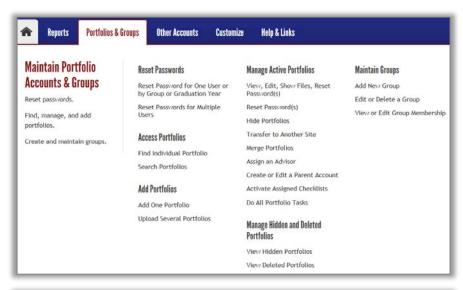
The Dashboard displays, showing numbers and data about your site's logins, portfolios, and saved records. A Quick Links section also displays shortcuts to commonly used tools.

The blue menu bar displays the main tabs of the Administration Tools. Hover your mouse over each tab to see its menu.

In the Reports tab,
Administrators and Staff can
review information on site
usage. The Report tab is
divided into eight sections:
Summary, Favorites, Stored
Files & Links, Sorts, Planning
Tools, Related Accounts,
Assessments, and Other
Reports.

Continued on next page

Portfolio Administration Tools (2 of 2)









In the Portfolios & Groups tab,
Administrators and Staff can
reset passwords, manage and
add portfolios, and create and
manage groups. This tab is
divided into six sections: Reset
Passwords, Access Portfolios,
Add Portfolios, Manage Active
Portfolios, Manage Hidden and
Deleted Portfolios, and Maintain
Groups.

In the Other Accounts tab, Administrators and Staff can manage Parent and Advisor accounts. Administrators can also manage Staff accounts here. Transactions include reset passwords and add and edit accounts.

In the Customize tab, Administrators and Staff can create, edit and activate Checklists. Administrators can also edit Course Planner content here.

The Help & Links tab provides links and tutorials, providing additional information such as curriculums and the Alaska Implementation Frameworks. This section includes a Contact Us link where you can email the AKCIS Help Desk for further assistance.