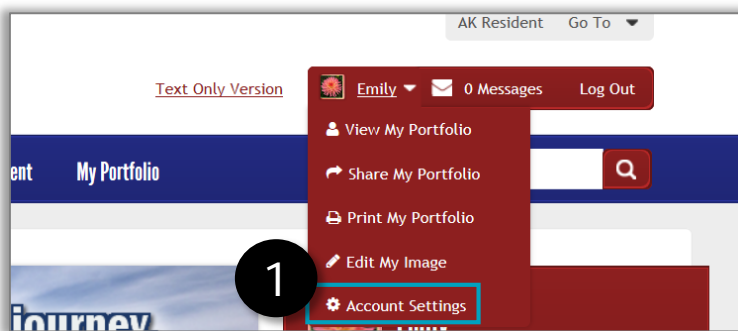


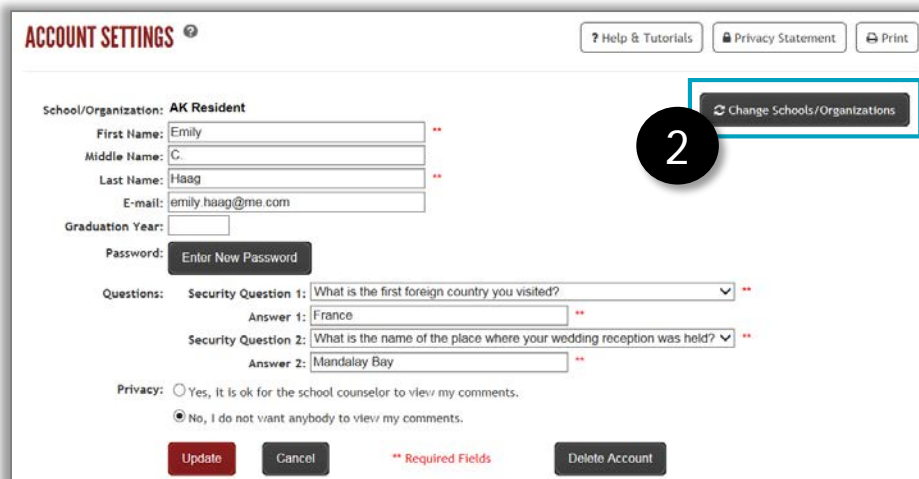
Transfer Your Portfolio to a New Site

If your portfolio is tied to a specific school's or agency's AKCIS site and you move to a different school or agency, you can transfer your portfolio, with all of your saved information, to the school's/agency's AKCIS site. This will help staff at your new site to quickly learn what they need to help you to reach your education and career goals.

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

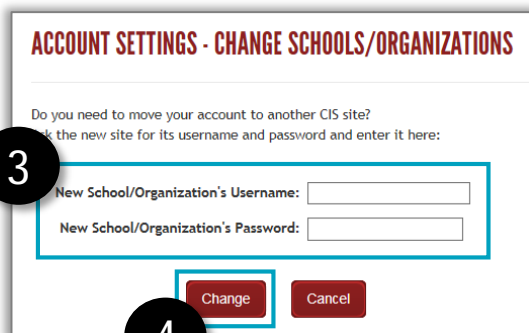


1. Hover your mouse over your name in the upper right corner of the home page, then click **Account Settings** in the drop down menu.



2. The Account Settings page will appear. Click **Change Schools/Organizations**.

3. Type in the new site's **username and password**. You will need to get this information from a counselor/teacher/staff at the new site.



4. Click **Change**. Continue to access your portfolio with your personal username and password.