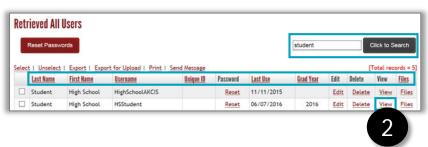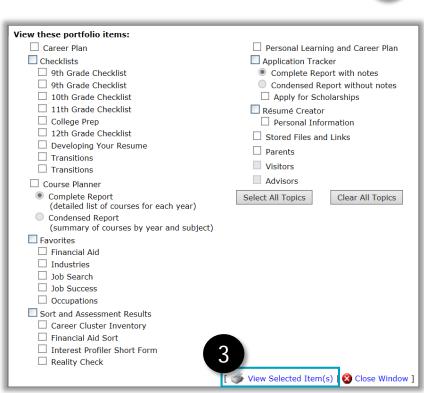The Administration Tools allow you to view and print the full contents of a student/client portfolio. The Administration Tools also allow you to select specific sections to view at a time.

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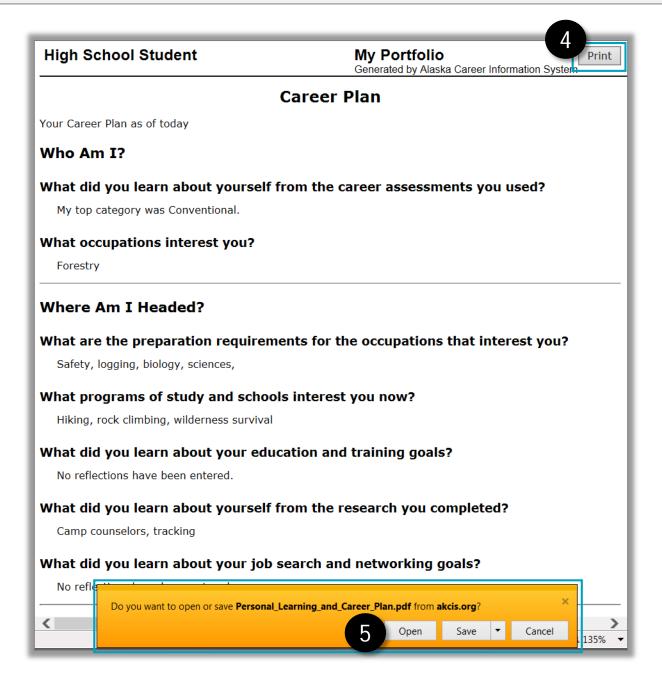

1. Hover your mouse over the Portfolios & Groups tab and click on **View, Edit, Show Files, Reset Passwords.**

2. The Retrieved All Users page appears, displaying all users for your site. Click the red column headings to sort, or use the Search box to locate portfolios. Click **View** in the row of the portfolio you wish to see.

3. A window appears. Select the sections of the portfolio you want to view, or click Select All Topics, then click **View Selected Item(s)**.

   - Main heading checkboxes allow you to select all content within that section.

   - Checkboxes for items beneath main headings allow you to select specific content in that section.

   - Inactive checkboxes indicate sections without any saved content.

4. The My Portfolio report will display, detailing the sections you selected. You can print the report by clicking **Print** in the top right corner.

High School Student

My Portfolio
Generated by Alaska Career Information System

Print

4

Career Plan

Your Career Plan as of today

Who Am I?

What did you learn about yourself from the career assessments you used?

My top category was Conventional.

What occupations interest you?

Forestry

Where Am I Headed?

What are the preparation requirements for the occupations that interest you?

Safety, logging, biology, sciences,

What programs of study and schools interest you now?

Hiking, rock climbing, wilderness survival

What did you learn about your education and training goals?

No reflections have been entered.

What did you learn about yourself from the research you completed?

Camp counselors, tracking

What did you learn about your job search and networking goals?

No reflections have been entered.

Do you want to open or save **Personal_Learning_and_Career_Plan.pdf** from **akcis.org**?

5   Open   Save ▾   Cancel

135% ▾

5. If you selected to view the Personal Learning Plan, a separate window will appear. Click **open** or **save** to view the Personal Learning & Career Plan in .pdf format.