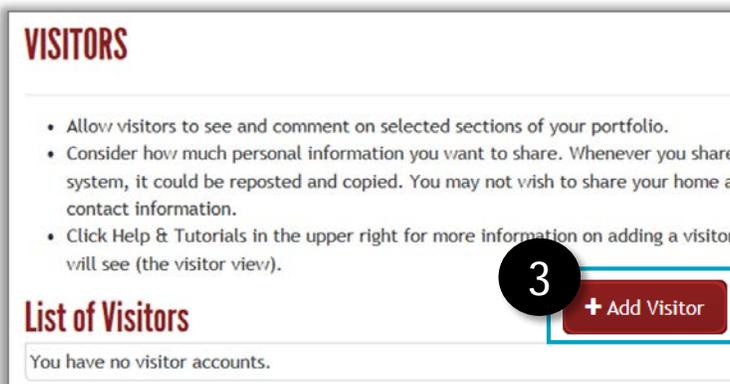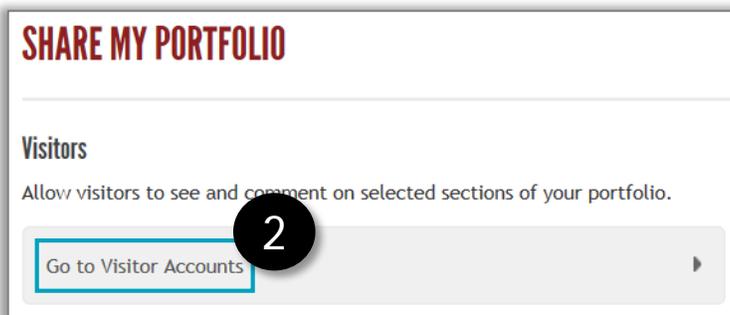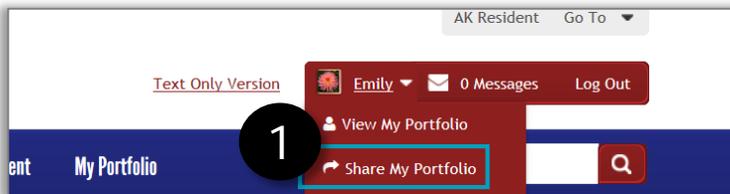You can create visitor accounts that allow others, whom you select, to view sections of your portfolio. You may wish to share parts of your portfolio with a family member, mentor, college representative, scholarship provider or employer.

First, go to akcis.org and log in with your username and password.
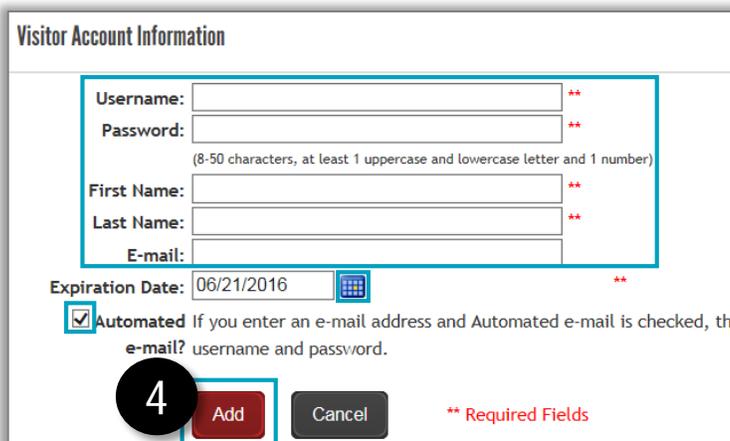
1. Hover your mouse over your name in the red menu bar, in the top right corner of your screen. In the dropdown menu that appears, click **Share My Portfolio**.

2. The Share My Portfolio screen appears. Click **Go to Visitor Accounts**.

3. The Visitors screen will appear. Click **Add Visitor**.

4. The Add Visitor screen will appear.

   - Create a username and password for the visitor and enter their name. The email address is optional.

   - Click the **calendar icon** to enter an expiration date for the visitor account. Be sure to click an actual number in the calendar, otherwise the date won't enter. The visitor will lose access to your portfolio information after this date, unless it is extended.

   - Leave the **Automated e-mail** checkbox checked if you want the individual to receive their login information directly from AKCIS.

   - Click **Add**.

Custom Introduction to Visitor Page ⑤

Choose Sections of your Portfolio for the Visitor to View (the "Visitor View")

[Select All Sections] [Clear All Sections]

Include in View: ⑥ **Your Note for the Visitor:**

- ☐ Career Plan
- ☐ Course Planner
  - ◉ Complete Report (detailed list of courses for each year)
  - ○ Condensed Report (summary of courses by year and subject)
- ☐ Sort and Assessment Results
  - ☐ Career Cluster Inventory
  - ☐ Entrepreneurial Career Assessment Form
  - ☐ Financial Aid Sort
  - ☐ Interest Profiler Short Form
  - ☐ Interest Profiler
  - ☐ Occupation Sort
  - ☐ Reality Check
  - ☐ SKILLS Inventory
  - ☐ Work Importance Locator
- ☐ Favorites
  - ☐ Choosing a School
  - ☐ Financial Aid
  - ☐ Job Search
  - ☐ Job Success
  - ☐ Occupations
- ☐ Uploaded Résumés
  - ☐
  - AKCIS_QuickStart_ResumeCreator.pptx
  - ☐ Julia.rtf
- ☐ Uploaded Files
  - ☐
  - AKCIS_QuickStart_ResumeCreator.pptx
- ☐ Saved Links

⑦ [Update View] [Cancel]

5. The page will refresh, displaying additional visitor information options. Type an introductory message for your visitor in the Custom Introduction to Visitor Page.

6. Choose the sections of your portfolio you would like you visitor to view.
   - Click **Select All Sections** if you want to give your visitor permission to view your complete portfolio. You can also **Clear All Section**s to unselect all items.
   - Each portfolio section is accompanied by a text box that allows you to enter custom text, explaining to the visitor what they can find in that section.
   - Most sections allow you to indicate which individual items in that section the visitor can access. Visitor access is read only, so they will not be able to change any content.

7. Once you have selected the sections you want to share, click **Update View.**

8. The screen will refresh, displaying your List of Visitors. In the future, this screen also displays the last time each visitor logged into their visitor account.

List of Visitors ⑧   [+ Add Visitor]

Visitor Name	Last Login	Login Expires	Edit Visitor View	Preview	Messages	Delete Visitor
Emily's Mom		06/22/2016	✏️	Preview	Messages	🗑️