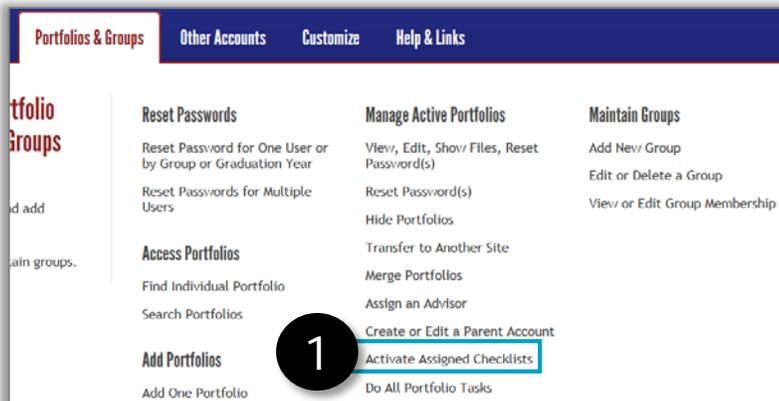


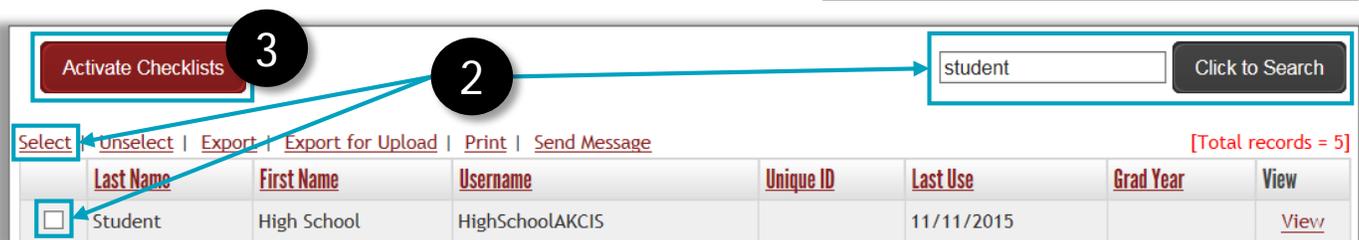
# Activating Checklists for Individual Users

State default checklists are available to users without being activated by staff. However, site customized checklists need to be manually activated by staff in order to give users access. This QuickStart provides steps to activate checklists for a single user.

First, go to [akcis.org](http://akcis.org) and log in with your Administrator or Staff username and password.



1. Hover your mouse over the Portfolios & Groups tab in the main menu and click on **Activate Assigned Checklists**.
2. The Portfolio Select screen appears, showing all users. **Select** the users for which you want to activate checklists. You can search by username, select all users, or select individuals by manually checking the box next to their name.



3. Click **Activate Checklists**.
4. The Checklist Activation screen appears, displaying all available checklists and the user(s) you selected. Select the checklists you would like to activate, then click **Activate Checklists**.
5. (not shown) The Portfolio Select screen reappears, indicating the checklists were successfully activated.

