

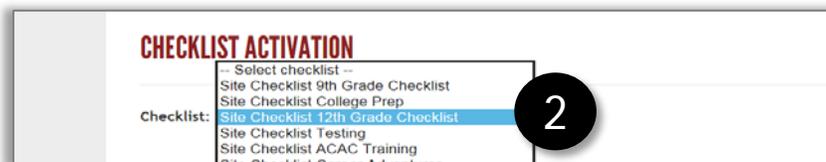
Activate Checklists for Groups

State default checklists are available to users without being manually activated by staff. However, site customized checklists must be activated by staff or administrators in order to give users access to them. These instructions explain how to activate customized checklists for groups of users that have already been created. For instructions on how to create groups, see the Creating Groups QuickStart.

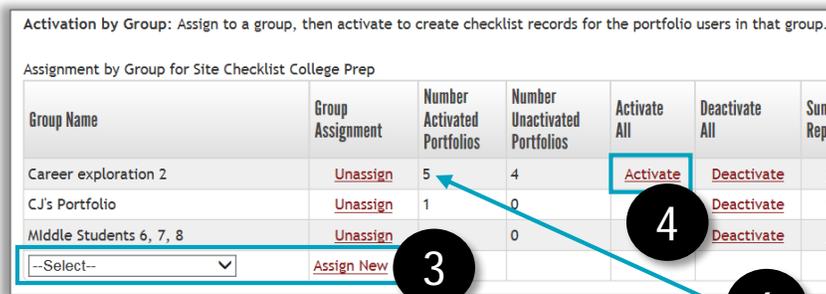
First, go to akcis.org and log in with your Administrator or Staff username and password.



1. Hover your mouse over the Customize tab in the main menu and click **Assign and Activate Checklists**.
2. The Checklist Activation page will appear. Select the checklist you wish to activate from the dropdown menu.
3. The page will refresh. From here, you can choose to activate a checklist for a certain group or a for a graduation year. Make your selection from the appropriate dropdown menu and click **Assign New**. You will see the new group appear on the list.



4. To add additional checklists to a group, click **Activate**, under the Activate All column.
5. The Checklist Activation screen will appear, showing all users in the group and all available checklists. Select the checklists you wish to activate for the entire group and click **Activate Checklists**.



6. The page will refresh with the updated number under the Number Activated Portfolios column.

