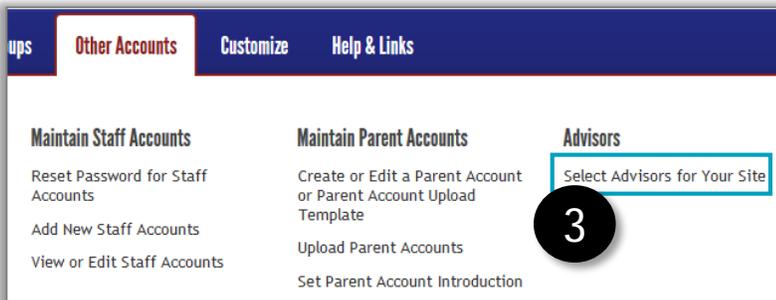
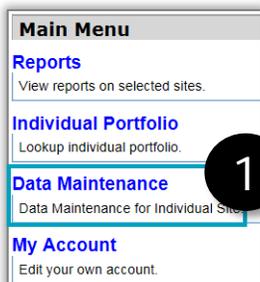


Advisor Accounts for District Administrators

Advisor Accounts allow people who are not site staff to view a user's portfolio and send them messages. The AKCIS State Operator creates advisor accounts, and then Site Administrators can add advisors to their site. Advisors can then access student portfolios in one of two ways: 1) Users authorize advisors to view their portfolios, or 2) the Site Administrator assigns approved advisors to specific students.

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



Advisors that are available for your site:

Last Name	First Name	Title	Can View Username	Can Assign to Portfolio Users	Add
Counselor	ASRC	Arctic Slope Regional Corporation	No	No	Add
Counselor	BBNA	Bristol Bay Native Association	No	No	Add

Advisors that have been selected for your site:

Last Name	First Name	Title	Count Portfolios Assigned	Can View Username	Can Assign to Portfolio Users	Remove
advisor	example	example advisor account	4	Yes	Yes	Remove

1. Click **Data Maintenance**.
2. Select the site for which you wish to activate advisor(s) from the pull down menu and click **Go**.
3. Hover your mouse over the **Other Accounts** tab and click **Select Advisors for Your Site**.
4. The **Select Advisors** screen will appear, displaying all available advisor(s) in Alaska. Select advisor(s) for your site by clicking **Add** in the row of the advisor you want to select.
5. The advisor's name will move to the upper table after you click **Add**. You can remove advisors from your site at any time by clicking **Remove**.