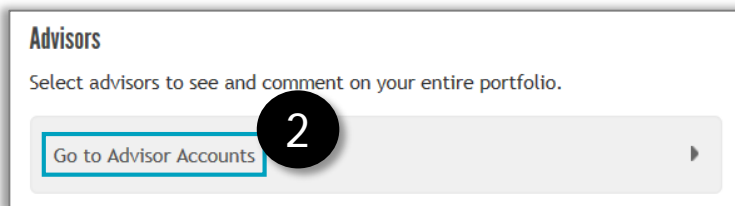
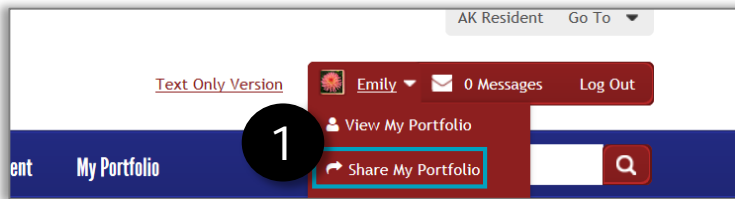


Authorize Advisor Accounts

Advisor accounts allow an approved advisor from a different organization to view your full portfolio and send you messages. You decide which advisor(s) can see your portfolio.

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



Advisors that are available to you:

Last Name	First Name	Title	Add
advisor	example	example advisor account	Add
Advisor	Future Educators	FEA Staff	Add

Your Advisors:

Last Name	First Name	Title	Last Login	Messages	Remove
advisor	example	example advisor account		Messages	Remove

1. Hover your mouse over your name in the red menu bar, found in the top right corner of your screen. Click **Share My Portfolio** in the dropdown menu that appears.
2. The Share My Portfolio screen appears. Click **Go to Advisor Accounts**. If this option does not appear, there are no approved advisors for your site.
3. The Advisor screen will appear, displaying all available advisors for your site. Locate the advisor(s) you want to allow access to your portfolio and click **Add** in their row.
4. The screen will refresh. The advisor you selected will now show under the Your Advisors section. This person now has the ability to view your portfolio and message you directly.
 - To send your advisor a message, click **Messages**.
 - To remove your advisor and revoke their ability to view your portfolio, click **Remove**.