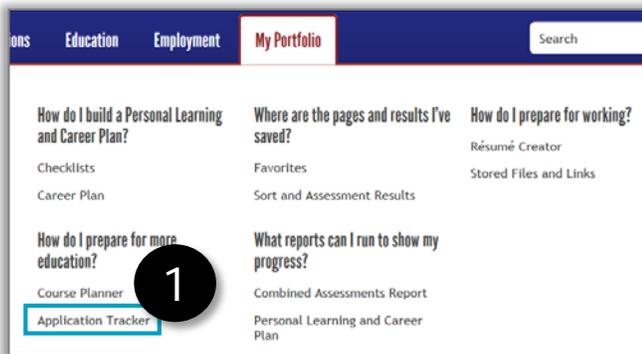


Application Tracker (1 of 2)

The Application Tracker tool helps you track your progress through the many steps of applying to colleges and postsecondary programs. With the Application Tracker, you can save school research, notes from important meetings, entrance exam scores, scholarships, and admission applications.

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

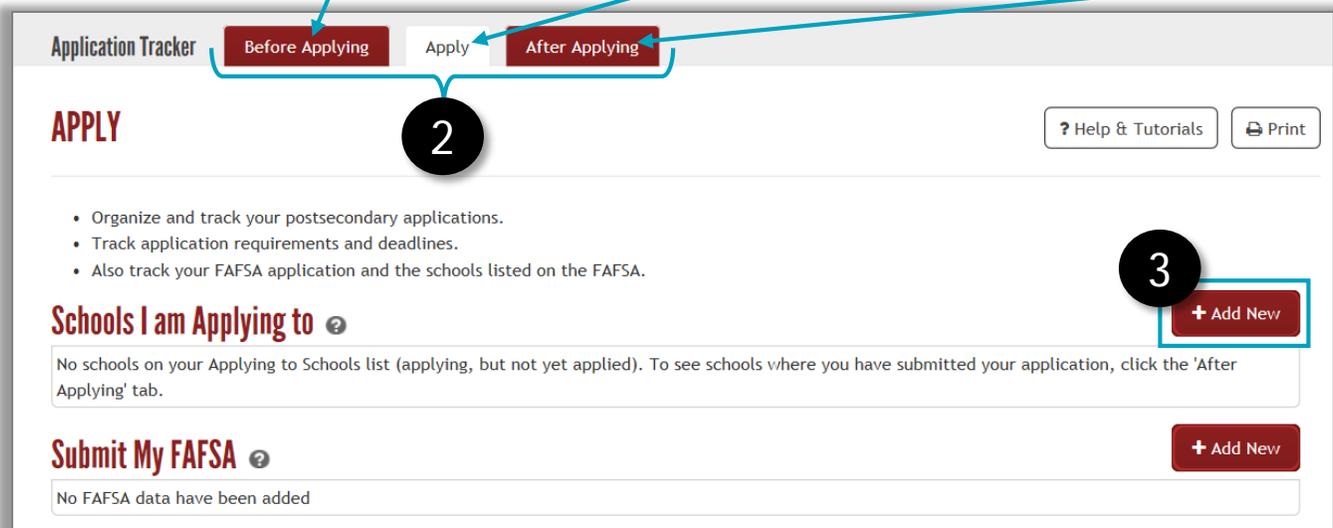


1. Hover your mouse over the My Portfolio tab and click **Application Tracker**.
2. Pick a **tab** to start with, based on where you are in the application process.
3. To add information, click **Add New** to the right of the desired section.

Entrance exams, meetings with Advisors & Counselors, scholarship applications, and college and career fairs and campus visits/tours

School applications and progress on the Free Application for Federal Student Aid (FAFSA)

Status of your submitted applications



Continued on next page

Application Tracker (2 of 2)

4

Add Scholarship(s) from Favorites:

Alaska Community Foundation: Melissa Faye Pike Memorial Fund

OR...

Add a Scholarship from Alaska Career Information System

1. Click Add Scholarship
2. Find and save a scholarship from the Titles Index
3. In Favorites, click the link back to Application Tracker

Add Scholarship Cancel

Add a Scholarship not in Alaska Career Information System

Scholarship Name:

Type of Award: Scholarship

Scholarship's Website:

Add Entered Scholarship Cancel

4. You can add scholarships (Before Applying tab) and schools (Apply tab) to the Application Tracker from:
 - Your saved Favorites
 - AKCIS listings
 - Outside AKCIS (manual entry)
5. You can also add schools and scholarships to your Application Tracker when saving them by clicking the **Add to Application Tracker** box.

★ Add - Alaska Community Foundation: Nordic Skiing Association of Anchorage (NSAA) Scholarship

Enter any thoughts you want to save about this Financial Aid file:
(For example: Why am I saving this Financial Aid file?)

5 Add this scholarship to Application Tracker?

Add to Apply for Scholarships

Save Information Cancel

6. Review all schools listed in your Schools I'm Applying to section. **Edit** (pencil icon) pertinent information saved about each school, including:
 - Your level of interest in the school
 - Your application date
 - Type of degree you plan to pursue
 - If you submitted letter of recommendation or transcripts with your application
 - If you will be submitting an essay
 - Fee and financial aid information
 - Status of your application
 - Click **Save** when finished editing

Schools I am Applying to ? + Add New

School Name	Interest Level ▲	Type	Deadline	Recommendations	Transcripts	Essays	Fee	Financial Aid Deadline	Status	Notes	Edit	Delete
University of Alaska Southeast	★☆☆☆☆	Regular Decision	09/09/2016 (please confirm)	Not Set	Official: 0 Started	Not Started	Not Set	04/15/2017 (please confirm)	Intend to Apply			

6

Select Complete Report (with notes) or Condensed Report (with notes)

Complete Report - displays a complete list of all your entries, including notes

Condensed Report - displays your selections and key information in a table

Application Tracker

Apply for Scholarships

Schools I Am Applying To

OK Cancel

7

7. Click **Print** in the top right. Select the type of report you want and click **OK**.
8. (not shown) Use the After Applying tab to track the progress of applications you have submitted and important steps after you've chosen your school.