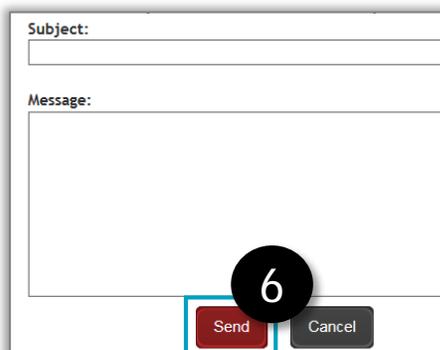
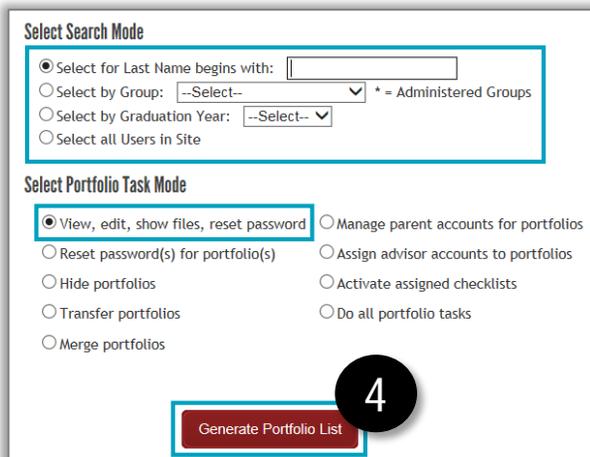
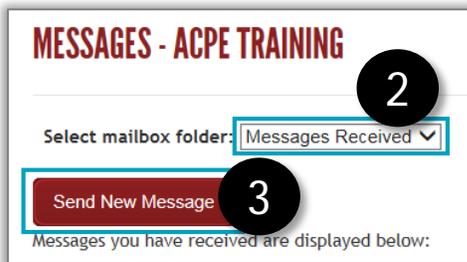
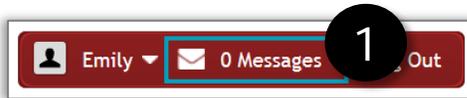


Send Messages to Students/Clients

Those with Staff, District and Site Administrator accounts can send messages to students and other users through AKCIS. Messages can be sent to individuals, groups, or all users within the site. When a user has their email address in their portfolio, they will receive an email notification of the AKCIS message.

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



1. Click **Messages** on the top right corner, next to your name.
2. The Messages screen displays. Use the pull down menu to select the Messages Received folder or Messages Sent folder.

In the **Messages Received** folder you can:

- Send a new message
- View messages you have received
- Reply to and delete messages

In the **Messages Sent** folder you can:

- View messages you have sent and their status (unread, read, or deleted by the user)
- Delete sent messages

3. To send a new message, click **Send New Message**.
4. The Search Portfolios screen appears. Select a search mode. For the portfolio task mode, select **View, edit, show files, reset password**, then click **Generate Portfolio List**.
5. The Portfolio Select screen appears. Select the users you want to message by clicking the **box** to the left of their name. Click **Send Message**.
6. The Send Message screen appears, displaying a message field and a list of the message recipients. Type your subject and message, then click **Send**.