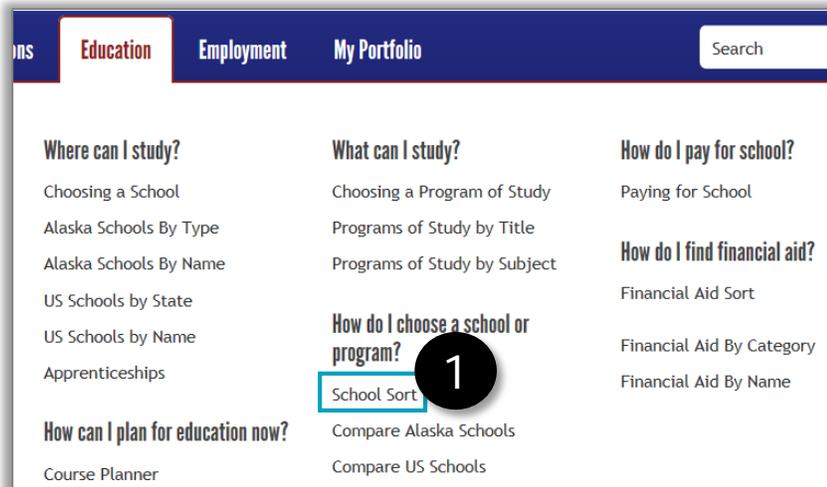


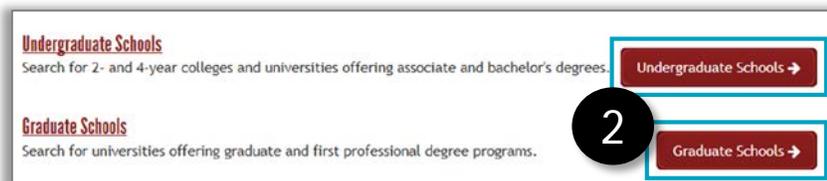
School Sort (1 of 2)

School Sort helps users identify schools that match their academic goals and personal preferences. Users can sort undergraduate and graduate schools based on some or all of the criteria and print or save their results.

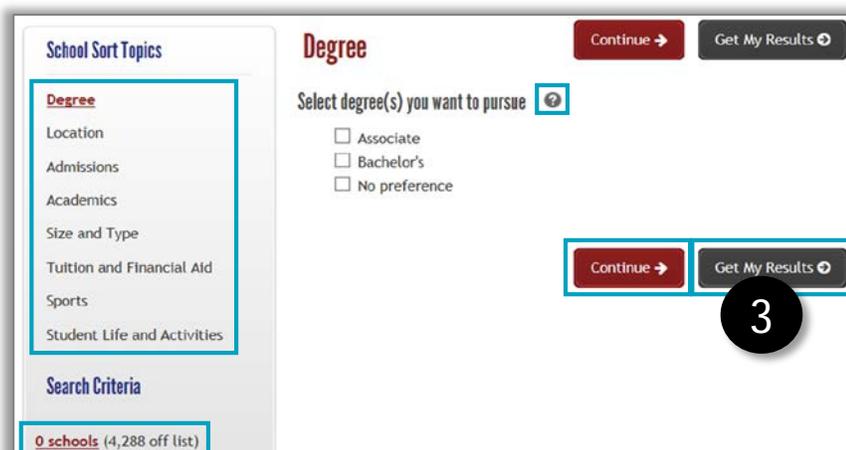
First, go to akcis.org and log into your portfolio with your username and password.



1. Hover your mouse over the Education tab and click **School Sort**.
2. The School Sort page will appear displaying the option to search undergraduate or graduate Schools. **Click one.**
3. The School Sort will appear.



- The sort topics are listed in the left menu. Make your selections for the various topics. Click the **?** icon to learn more about any topic.
- Click **Continue** to go to the next topic, or click the desired topic in the left menu.
- The number of matching schools displays on the left side of the screen and updates based on your selections.
- After selecting your search criteria, click **Get My Results**.



Continued on next page

School Sort (2 of 2)

The screenshot shows the 'UNDERGRADUATE SCHOOL SORT' interface. At the top, there are buttons for 'Help & Tutorials', 'Save Sort', 'Save Sort as New', 'Start Over', and 'Print List'. Below these are buttons for 'Save Checked', 'Remove Checked', 'Compare Checked', and 'Removed Schools'. The main table has columns for 'School Name', 'State', 'Type', 'Admissions', and 'Size'. A sidebar on the left lists 'School Sort Topics' and 'Search Criteria'. Numbered callouts (4-10) point to: 4. Column headers for sorting; 5. School name and info icon; 6. Checkboxes for comparison; 7. Checkboxes for saving; 8. 'Remove Checked' button; 9. 'Save Sort' button; 10. 'Start Over' button.

	School Name	State	Type	Admissions	Size
<input type="checkbox"/>	Alaska Bible College	Alaska	Nondenominational	Open	31
<input type="checkbox"/>	Alaska Pacific University	Alaska	Private	Minimally difficult	595
<input type="checkbox"/>	Bristol Bay Campus, UAF	Alaska	Public	Open	Not reported
<input type="checkbox"/>	Charter College	Alaska	Private	Open	516
<input type="checkbox"/>	Chugiak-Eagle River Campus, UAA	Alaska	Nondenominational	Not reported	Not reported
<input type="checkbox"/>	Iliisagvik College	Alaska	Public	Open	257
<input type="checkbox"/>	Interior-Aleutians Campus, UAF	Alaska	Public	Open	676
<input type="checkbox"/>	Kenai Peninsula College, UAA	Alaska	Public	Open	2,733
<input type="checkbox"/>	Ketchikan Campus, UAS	Alaska	Public	Not reported	Not reported

Your results display the schools that may be a good fit for you, based on your selections.

4. Click the arrows next to the column headings to sort the schools by name, type, or deadline.
5. Click any school name or the icon to learn more about it.
6. To compare schools, click the checkboxes to the left of up to three school names, then click **Compare Checked**.
7. To save schools to your favorites, click the checkbox to the left of the school name, then click **Save Checked**. When you save, you'll have the option to add the award to the Application Tracker tool, which can help you keep track of all your school and financial aid applications. Find saved schools under My Portfolio → Favorites → Choosing a School.
8. To remove schools from your list, click the checkbox next to those schools, then click **Remove Checked**. The schools will move to a separate section beneath the list.
9. To save the sort, click **Save Sort**. To save a sort that you changed, click **Save Sort as New**.
10. If you would like to start sorting from the beginning, click **Start Over**.