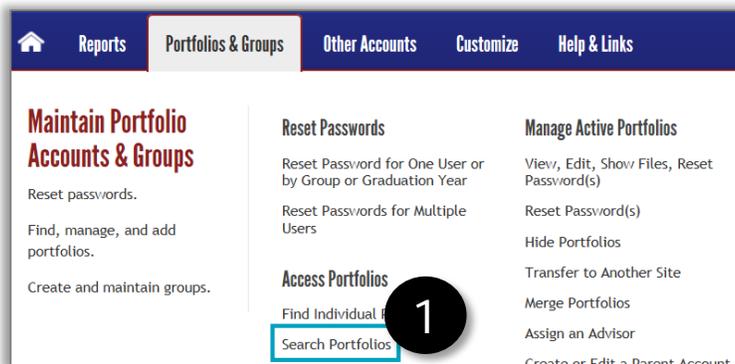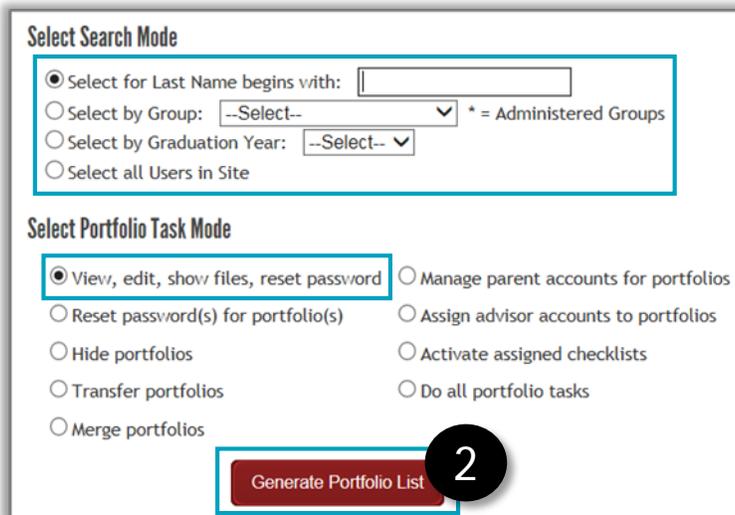# View User-Uploaded Documents

When a user uploads documents to the Saved Files & Links section of their portfolio, Administrators and Staff have the ability to view and open those documents in the Administration Tools.

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


1. Hover your mouse over the Portfolios & Groups tab and click **Search Portfolios**.

2. The Search Portfolios page will appear. Select a Search Mode, then select **View, edit, show files, reset password** under the Select Portfolio Task Mode section. Click **Generate Portfolio List**.

3. The Portfolio Select page will appear, displaying user information. Users with uploaded files will have a link in the far right column. Click the **Files column header** to bring all users with uploaded documents to the top of the list. To view a user's files, click the **Files** link.

	Last Name	First Name	Username	Unique ID	Password	Last Use	Grad Year	Edit	Delete	View	Files
☐	Student	High School	HighSchoolAKCIS		Reset	11/11/2015		Edit	Delete		Files
☐	Student	High School	HSStudent		Reset	06/20/2016	2016	Edit	Delete		Files
☐	Student	Sample	training1		Reset	10/07/2014	2010	Edit	Delete	View	Files
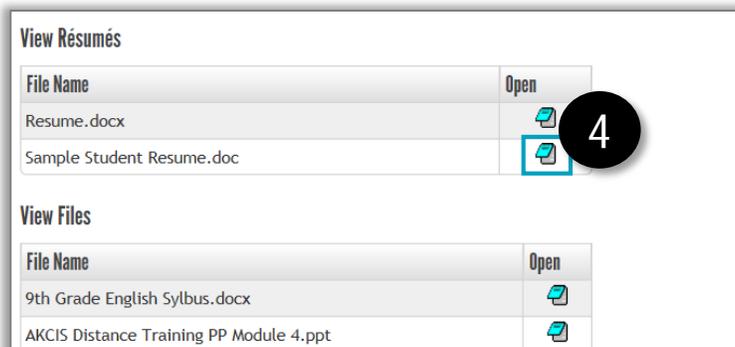
4. The Uploaded Files page will appear, displaying all files the user has uploaded. Click the **notebook icon** to view the individual files.