Advisor Accounts for Site Administrators

Advisor Accounts allow people who are not site staff to view a user's portfolio and send them messages. The AKCIS State Operator creates advisor accounts, and then Site Administrators can add advisors to their site. Advisors can then access student portfolios in one of two ways: 1) Users authorize advisors to view their portfolios, or 2) the Site Administrator assigns approved advisors to specific students.

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

1. Hover your mouse over the Other Accounts tab and click **Select Advisors for Your Site**.

2. The Select Advisors screen will appear, displaying all available advisor(s) in Alaska. Select advisor(s) for your site by clicking **Add** in the row of the advisor you want to select.

3. The advisor's name will move to the upper table after you click Add. You can remove advisors from your site at any time by clicking **Remove.**

4. To assign your advisors to individual users at your site, hover your mouse over the Other Accounts tab and click **Assign Advisors.**

5. The Portfolio Select page appears, displaying all portfolios for your site. Locate the student you wish to assign an advisor(s) to and click **Assign** on the far right column. You have to select and assign advisors to each student individually.

6. The Advisor Accounts page will appear, displaying the students name and advisors assigned to your site. Locate the advisor you wish to pair with the student and click **Add**.