

Create Parent Accounts (1 of 2)

Family involvement can enhance student academic performance, confidence, and motivation. Administrators and staff can create parent accounts to enable parents to view their student's portfolio and support their student's career development. You can create parent accounts one at a time or several at once.

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

Staff, Parent, and Advisor Accounts
Reset passwords for staff and parent accounts.

Maintain Parent Accounts
Create or Edit a Parent Account or Parent Account Upload Template
Upload Parent Accounts

CREATE ONE AT A TIME

1. Hover your mouse over the Other Accounts tab; click **Create or Edit a Parent Account** or **Parent Account Upload Template**.

	Last Name	First Name	Username	Unique ID	Last Use	Grad Year	View	Parent
<input type="checkbox"/>	Student	High School	HighSchoolAKCIS		11/11/2015		View	Create
<input type="checkbox"/>	Student	High School	HSSStudent		06/24/2016	2016	View	Create

Parent Accounts for High School Student

Add New Parent Account

Select | Unselect | Export | Print | Send Message

No parents for this portfolio user

ADD PARENT ACCOUNT

Username: **
Password: **
First Name: **
Last Name: **
E-mail:

Automated e-mail? If you enter an e-mail address and Automated e-mail username and password.

4

Add

Cancel

** Required Fields

2. The Portfolio Select page will appear, displaying all students in your site. Locate the student for which you want to create a parent account, then click **Create** in that student's row.
3. The Parent Accounts page will display for that student. Click **Add New Parent Account**.
4. The Add Parent Account page will display.
 - Enter a username and password for the parent account and the parent's first and last name.
 - You're not required to enter the parent's email address, but if you do, you can email their login information to them. To do this, ensure the Automated e-mail? box is checked.
 - Click **Add**.
5. The screen will refresh with the new parent account displayed in the table. You may add additional parent accounts for that student by repeating steps 3-4.

Parent Accounts for High School Student

Add New Parent Account

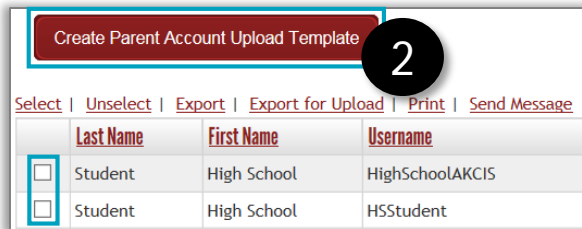
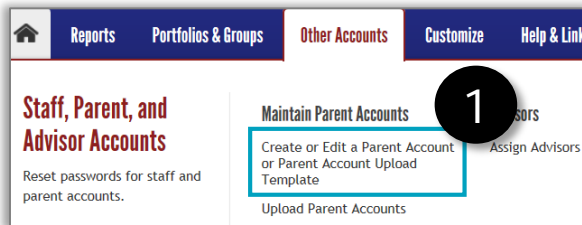
Select | Unselect | Export | Print | Send Message

	Last Name	First Name	Username	Password
<input type="checkbox"/>	Parent	High School	parent	Reset

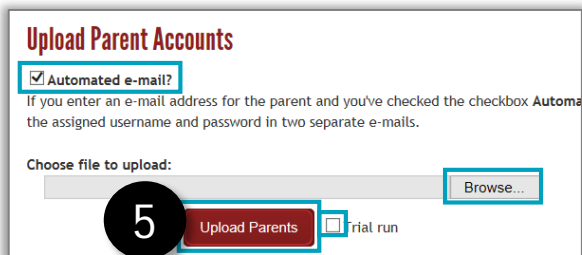
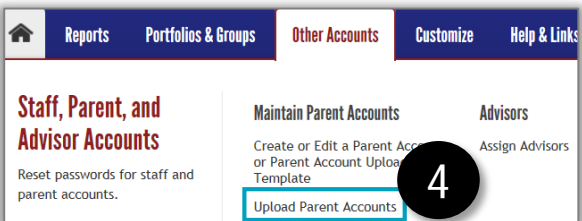
5

Continued on next page

Create Parent Accounts (2 of 2)



	A	B	C
1	StudentUserName	StudentFirstName	StudentMiddleName
2	HighSchoolAKCIS	High School	
3	HSSStudent	High School	Today



Processing Status:

6/6/2016 3:10:09 PM Process Status: Started
 6/6/2016 3:10:09 PM File Conversion: File converted
 6/6/2016 3:10:09 PM Process Status: Trial Import Started
 6/6/2016 3:10:09 PM Process Status: Trial Import Completed (check messages and grid below for errors)
 6/6/2016 3:10:09 PM Process Status: **One or more records failed validation**

Review (check for errors in Status column).

Status	Parent Upload Status Code	Student Username	Student First Name	Student Middle Name	Student Last Name	Parent Username	Parent Password
PP6		echaag	Emily		Haag	parent123	Parent123
		echaag5	Emily		Haag	parent456	Parent123

CREATE SEVERAL AT ONCE

1. Hover your mouse over the Other Accounts tab and click **Create or Edit a Parent Account or Parent Account Upload Template**.
2. Click the checkboxes next to the students for which you want to create a Parent Account and click **Create Parent Account Upload Template**.
3. An Excel spreadsheet will download with the student information already populated. Enter the parent information for each student. All cells are required except for the parent email. Save the document to your computer.
4. Return to AKCIS. Hover your mouse over the Other Accounts tab and click **Upload Parent Accounts**.
5. The Upload Parent Accounts page appears.
 - Check the **Automated e-mail?** checkbox to send an automated email to parents, detailing their login information.
 - Click **browse** to locate and select the saved file.
 - Check the **Trial Run** checkbox, then click **Upload Parents**.
6. Look for red processing errors in the Processing Status.
 - If there are errors, check the Parent Upload Status Codes for details.
 - Open the Excel spreadsheet and correct any errors.
 - Repeat steps 5-6 as needed.
7. (not shown) If there are no processing errors, repeat step 5, but **uncheck** the Trial Run box. When processed, the Status column will show "Added" in each row.