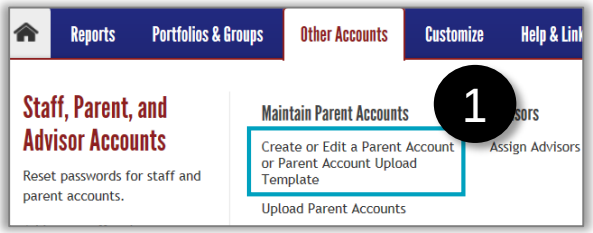
Create Parent Accounts (1 of 2)

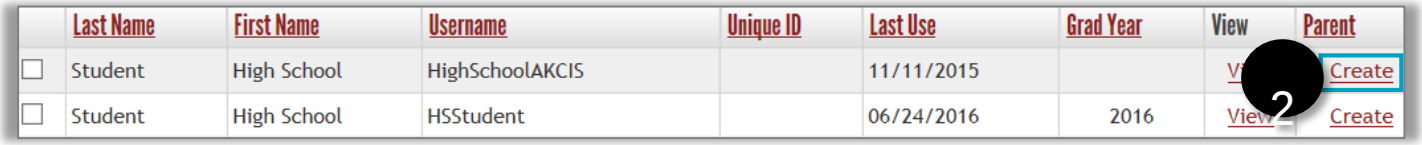
Family involvement can enhance student academic performance, confidence, and motivation. Administrators and staff can create parent accounts to enable parents to view their student's portfolio and support their student's career development. You can create parent accounts one at a time or several at once.

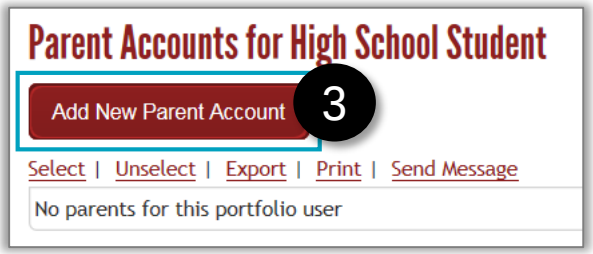
First, go to akcis.org and log in with your Administration or Staff username and password.



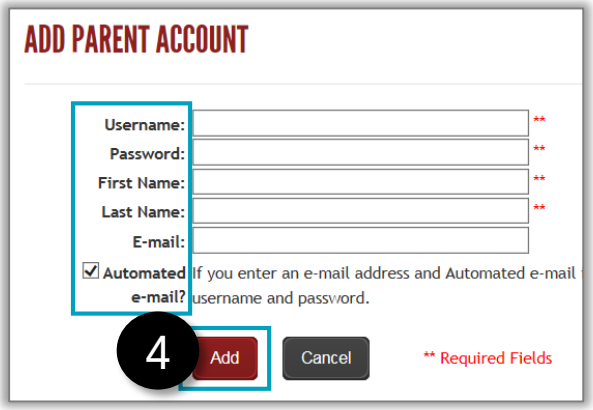
CREATE ONE AT A TIME

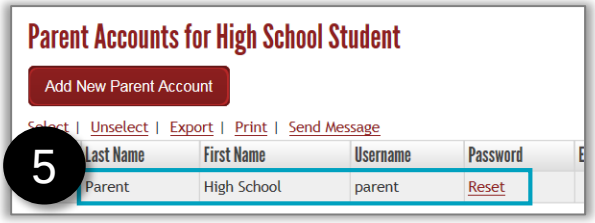
1. Hover your mouse over the Other Accounts tab; click **Create or Edit a Parent Account or Parent Account Upload Template**.





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.





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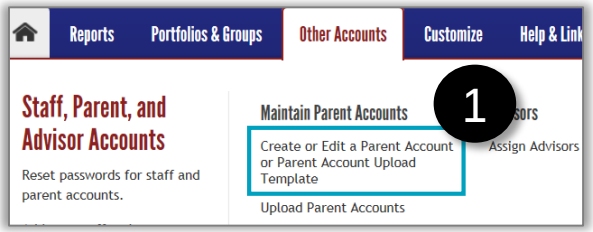
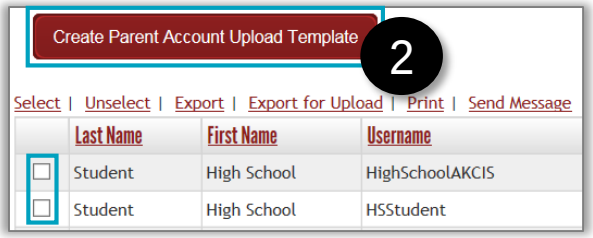
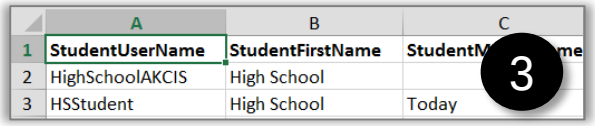
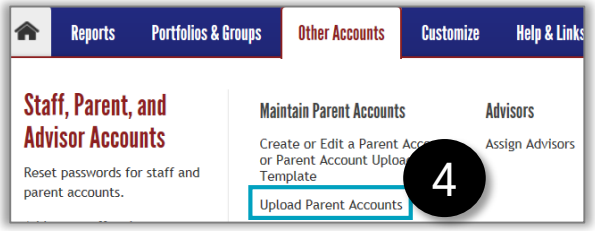
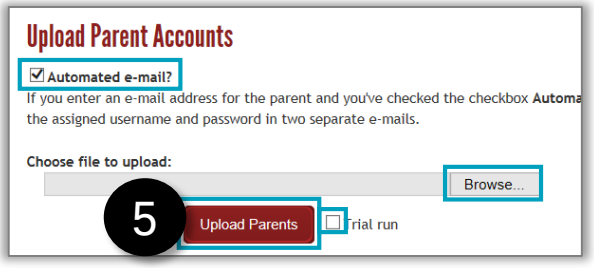
Create Parent Accounts (2 of 2)

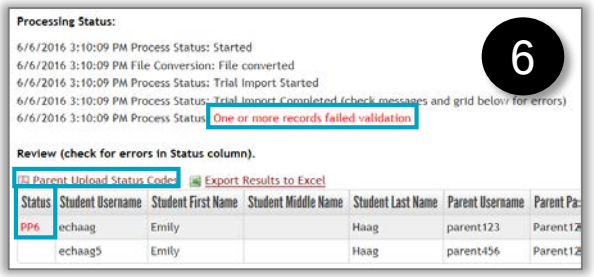












CREATE SEVERAL AT ONCE

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.

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