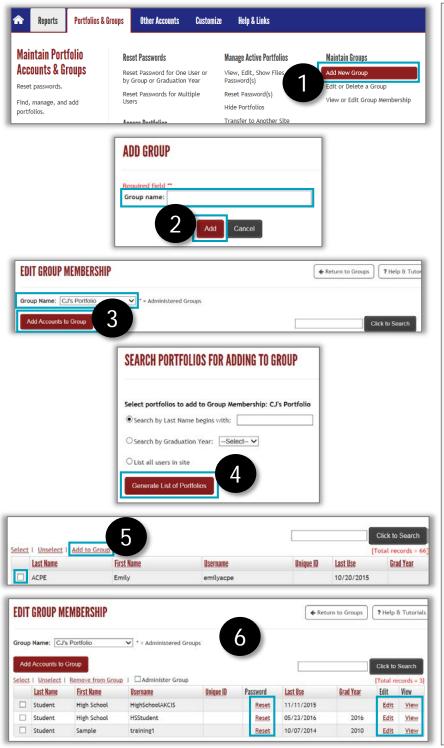
## Create Groups & Add Members

Groups help Staff and Site Administrators manage student activity and portfolios within AKCIS. Both Site Administrators and Staff Accounts can create groups through the Administrative Tools. You can easily run reports on groups and reset passwords for entire groups at a time.

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



- 1. Hover your mouse over the Portfolios & Groups tab and click **Add New Group**.
- 2. The Add Group page appears. Enter the name of the Group you are creating and click Add.
- 3. The Edit Group Membership page appears. Select the new group from the drop down and click Add Accounts to Group.
- 4. The Search Portfolios for Adding to Group page will display. You can search for users by last name or graduation year, or list all users in the site. Select an option and click Generate List of Portfolios.
- 5. The Add Portfolios to Group page will appear. Select the users you wish to add to your group. You can do this individually, with the Select All option, or via the search feature. Click Add to Group.
- The screen will refresh, showing the members of the new group.
  From here you can reset user's passwords, edit portfolio information, and view portfolio contents.