# Create Staff Accounts

Staff accounts can be created by administrators at each site, and are used to ensure user privacy. These accounts allow staff members to run reports, send messages, review portfolio content, assign checklists of activities, and more. Follow these simple steps to create Staff Accounts for your site.

First, go to akcis.org and log in with your Administrator username and password.
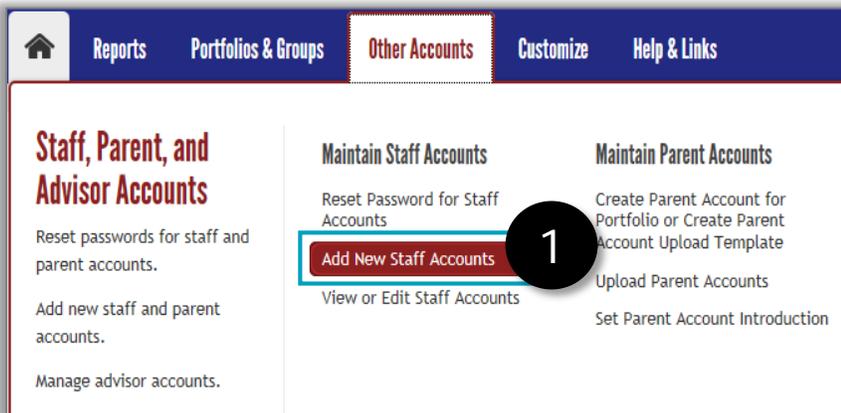
1. Hover your mouse over the Other Accounts tab and click **Add New Staff Accounts**.
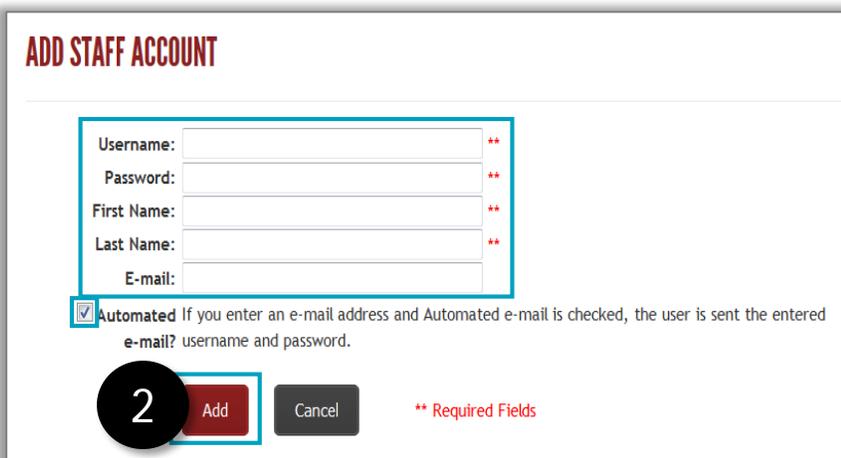
2. The Add Staff Account page will display. Assign the staff member a username and password, and enter their first name, last name, and email address. If you would like the staff member to receive an automated email with their new login information, check the **Automated email?** checkbox. Click **Add**.

3. The Staff Accounts page will display. Here, you will see a list of all Staff Accounts in your site, including the one you just created. If you would like to add additional Staff Accounts, click **Add New Staff Account**.