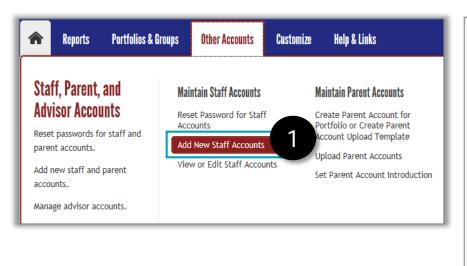
Staff accounts can be created by administrators at each site, and are used to ensure user privacy. These accounts allow staff members to run reports, send messages, review portfolio content, assign checklists of activities, and more. Follow these simple steps to create Staff Accounts for your site.



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

STAFF ACCO	NT		
Username:		**	
Password:		**	
First Name:		**	
Last Name:		**	
E-mail:			
	f you enter an e-mail address ar sername and password.	nd Automated e-ma	il is checked, the user is sent the entere
2	Add Cancel	** Required Fields	

STAFF ACCO	3)				?
Add New Sta	aff Account					Click to Total ree
Add New Sta	First Name	Username	Password	Last Use	Edit	Click to Total red Delete
		<mark>Username</mark> AACTE1	Password <u>Reset</u>	Last Use 12/22/2015		Total rec

- 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.
- 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.