**AKCIS Transition Activities**

**High School Student to Postsecondary Options**

1. **Research postsecondary education options**
2. **Save files and links to the AKCIS electronic portfolio**
3. **Research schools and colleges and compare postsecondary choices**
4. **Research Financial Aid options and develop a deadline calendar**
5. **Complete FAFSA application**
6. **Add state test scores to personal database**
7. **Use deadline calendar to apply for selected scholarships and postsecondary education opportunities**
8. **Complete 2-year postsecondary course planner**

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| **If you don’t already have one:*****Create an individual AKCIS portfolio*** | * Go to <https://akcis.org>
* Log in with **your school’s username and password**, or select “Zip Code” in the upper right side, and select the correct city and zip code, then click “Sign in”.
* Select **Get Started, and click “View”.**
* **Click on Create a Portfolio.**
* **Click on “My Portfolio”, and then select Create “My Portfolio”.**
* Create an AKCIS portfolio for yourself with your own username and password.
* Complete the AKCIS profile for yourself.  Make sure you allow the "school counselor" to see your portfolio, so we can assist and assess what you have completed. Your teacher or counselor will be able to see your username if you forget your password, and you can reset your password to use your portfolio again.
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| ***Save files and links to “Stored Files and Links”*** | * Log into AKCIS*.*
* On your home page, hover on **My Portfolio.**
* Under **How do I prepare for working?** click on ***Stored Files and Links.***
* To save files, Click on **[+Add File]**.
* Browse computer for the file you want to save
* Click on **Upload File** to add.
* Click **Done** when you are finished.
* To add links, select **[+Add link]**.
* Fill in a name for the link, then copy the web address for the link.
* Then click on **Save Information.**

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| ***Undergraduate School Search*** | * Go to AKCIS homepage
* Hover over **Education,** and under **How do I choose a school or program?**, select “***School Sort*”**
* Select **“Undergraduate Schools”**
* Select your preferences for each category and **continue** to the end to get your results
* Check the boxes of schools that interest you and click  **Save** **Checked** to save your choices to your portfolio
* You can click the **name** of any school on the list and use the webpage addressto **Save** links to selected schools in **“Stored Files and Links”** in your portfolio
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| ***Alaska School Comparison*** | * Go to AKCIS homepage
* Hover over **Education,** and under **How do I choose a school or program?**, select **,** select “**Compare Alaska Schools”**
* Use the alphabetical list to select up to 3 Alaska schools by name
* In the lower left corner, click on **Compare**
* Select from the **Topics** list for side by side comparisons
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| ***Compare Schools- Alaska vs. Outside*** | * Go to AKCIS homepage
* Hover over **Education,** and under **How do I choose a school or program?**, select **,** select “**Compare US Schools”**
* Use the alphabetical list to select up to 3 UUnited States schools by name
* In the lower left corner, click on **Compare**
* Select from the **Topics** list for side by side comparisons
* Go back to your saved undergraduate school list and **uncheck** any schools that no longer interest you
* **Save** your selections
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| ***Financial Aid Search*** | * Go to AKCIS homepage
* Hover over **Education,** and under **How do I find financial aid?**, select “**Financial Aid Sort”**
* **Click “Financial Aid Sort”** to begin
* Select your preferences for each category and **continue** to the end to get your results
* You can click on the **“i”** icon to get a short description of each award
* Check the boxes of all financial awards that interest you and click  **Save** **Checked** to save your choices to your portfolio
* You can click the **name** of any selected financial award and use the webpage addressto **Save** links to selected financial awards in **“Stored Files and Links”** in your portfolio
* Go back to your saved financial award list at any time to **uncheck** any financial awards that no longer interest you
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| ***Save FAFSA link*** | * Log into AKCIS*.*
* On your home page, hover on **My Portfolio.**
* Under **How do I prepare for working?** click on ***Stored Files and Links.***
* Select **[+Add link]**
* Enter a name for the FAFSA link, and the URL web address: [**http://www.fafsa.ed.gov/**](http://www.fafsa.ed.gov/)
* Click on “**Save Information**” to add
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| ***Enter test score information into Education and Work History*** | * Log into AKCIS*.*
* Hover over **My Portfolio,** and under **How do I Prepare for Working?**, select “**Resume Creator**”
* Select “**Education and Training**”
* Select “**Standardized Tests**”
* Select “**Add Standardized Test**”
* Using the pull-down menu, select the test you have taken
* Using the pull-down menu, select the month and year that the test was taken
* Enter the test results
* **Save the information**
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| ***Using the Application Tracker for tests, school visits and financial awards***  | * Go to AKCIS homepage
* Hover over **Education,** and under **How can I plan for education now?**, select “**Application Tracker”**
* Select **“*Before Applying*”**
* For tracking **Financial Awards**, go to **Apply for** **Scholarships** and select “**Add New**”
* Select your financial award(s) from your saved list. When you are finished, click **Add Scholarships**
* For each added award, confirm and enter the **application deadline date**.
* Your **Application Tracker** will display your selected awards by deadline date
* Click on the **Edit** icon any saved award to change the application status, change deadlines, add notes or make any other changes. You can use the **Delete** icon to remove the award from your saved list
* You can also use the ***Before Applying*** part of the **Application Tracker** to list and schedule entrance exams, meetings with counselors and advisors, and school visits
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| ***Using the Application Tracker for applying to schools and for FAFSA***  | * Go to AKCIS homepage
* Hover over **Education,** and under **How can I plan for education now?**, select “**Application Tracker”**
* Select **“*Apply*”**
* For tracking **School Applications**, go to **Schools I am Applying to** and select “**Add New**”
* Select the school(s) you want to apply to from your saved list. When you are finished, click **Add School(s)**
* For each added school, confirm and enter the **application deadline date**.
* Your **Application Tracker** will display your school applications by deadline date
* Click on the **Edit** icon any saved award to change the application status, change deadlines, add notes and keep track of what needs to be included in each application. You can use the **Delete** icon to remove the school from your saved list
* You can also use the ***Applying*** part of the **Application Tracker** to list **FAFSA** information and keep track of the information you need to provide for financial aid at schools
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| ***Course Planner for grades 13 & 14***(freshman and sophomore year) | * Go to AKCIS homepage
* Hover over **Education,** and under **How can I plan for education now?**, select “**Course Planner”**
* Using the course catalog for your chosen college or post-secondary training choice, determine the courses you plan to take in your first two years after high school
* Contact the academic advisor for your new school and use your class list to determine how your classes will best fit into the school’s course schedule (which section of the class, which days, class times, best number of classes per semester, etc.)
* Use your school program and course information to complete your **Course Planner** for grades 13 & 14 (freshman and sophomore year). You can add more course rows, add information for any class, like location or classes you need to take before youcan get into the listed course, and you can **Save** your information at any time
* Print out a copy of your course plan to use when registering for your chosen courses
* ***BE SURE TO SAVE INFORMATION***
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