**AKCIS Staff Account Activities**

**Using Staff Accounts to Create and Manage User Portfolios**

1. Create an AKCIS staff account
2. Creating individual student accounts
3. Creating multiple student accounts
4. Creating groups of student portfolios
5. Creating individual parent accounts
6. Creating multiple parent accounts
7. Sending messages to student accounts
8. Sending messages to parent accounts
9. Managing individual student portfolios
10. Managing groups of student portfolios
11. Viewing documents and files in student portfolios