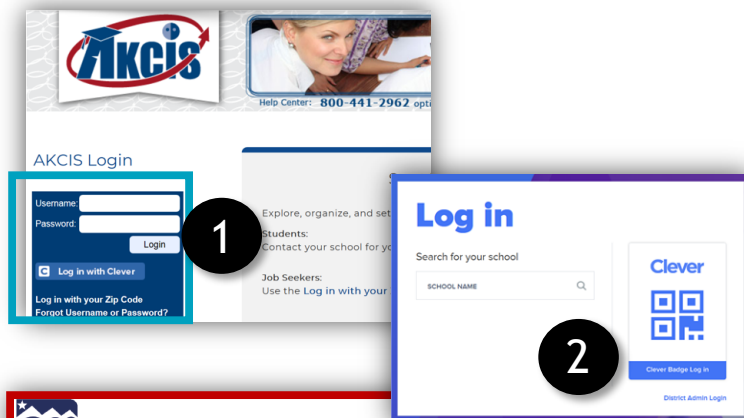Clever makes it easier to use AKCIS in the classroom. It allows students, teachers, counselors, and AKCIS site account administrators to log in to their AKCIS portfolio using login credentials commonly used in another application. To have AKCIS listed in your district's Clever App Gallery, contact the AKCIS Help Desk for more information at akcis@Alaska.gov or (800) 441-2962 Option #3.
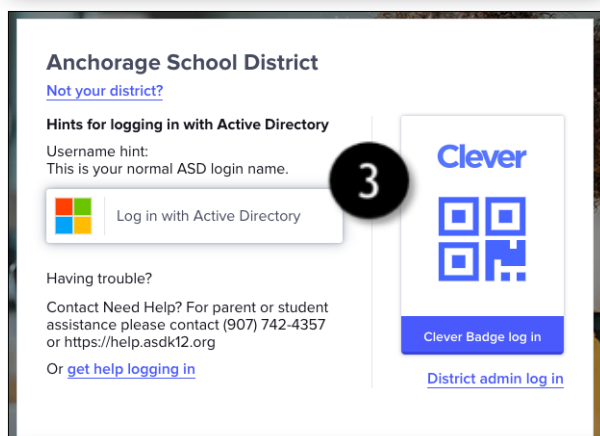
1. Go to www.akcis.org and click **Log in with Clever**. Students who:
   a. have not used AKCIS before.
   b. are syncing their AKCIS portfolio.

2. Choose your School Name by narrowing the available schools list. **Type the name** of your school and Click your **school's name**.
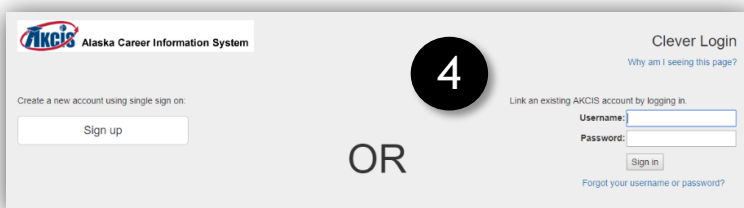
OR: Go to https://www.asdk12.org/ and click **Students** menu and click **Clever**

3. Click **Log in with Active Directory**. Use the computer login username and password issued by your school officials to authenticate your portfolio.

4. Choose the method to login:
   a. If you do not have an AKCIS portfolio, click **Sign Up** on the left side of the screen and follow Steps 5 – 7.
   b. If you have an AKCIS portfolio, type your **AKCIS Username and Password** in the Existing Accounts section on the right side of the screen.

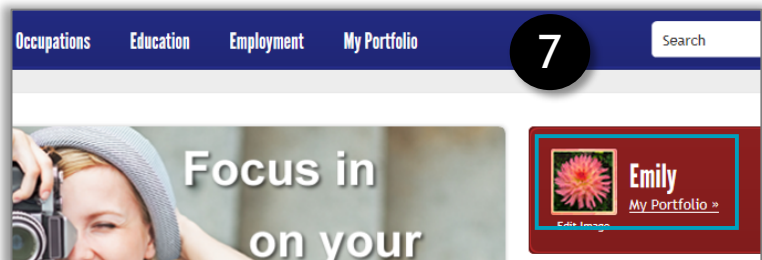5. The Create "My Portfolio" page will appear. **Complete** the required fields, marked by asterisks (**).

   • Click **Submit.** The My Portfolio Access page will display.

6. Check the appropriate button to indicate whether counselors may have access to view your notes. Select **Yes** or **No** and click **Submit.**

7. You will be redirected to the AKCIS home page. Your name will now show in the red rectangle. Hover your mouse over **My Portfolio** to access your portfolio tools and saved content.

8. Portfolio contents include:

   • **Checklists:** Age-appropriate activities to keep you on track

   • **Career Plan:** Learn more about yourself, research and evaluate your options, set and update goals, and make career plans

   • **Course Planner:** Plan your courses several years in advance

   • **Application Tracker:** Record and track various elements of college and scholarship applications

   • **Favorites and Sort and Assessment Results:** Once you save something, you can find it here.

   • **Resume Creator:** Enter and save your employment and education history, then use the formatting tool to customize your resume.

   • **Stored Files and Links:** Upload, save, and view documents and links to important work samples.