



## AKCIS – PowerSchool Integration

Students, teachers and counselors can now access their AKCIS portfolio using their PowerSchool account. Logging in is as simple as clicking on a link - no additional typing of username or password required!

### PowerSchool Portal:

The first step is to log into your PowerSchool account. Please contact your teacher if you do not know your PowerSchool username. Next, click on the “Application Tray” icon located on the upper blue bar. This will open a list of applications available to your school. Click on the link labeled “AKCIS Link” and you will automatically be directed to your AKCIS portfolio.

1 Click on the Application Tray icon

2 Select the CIS Link option from the list of applications

Exp	Last Week	This Week	Course	Q1	Q2	S1	Q3	Q4	S2	Absences	Tardies
1(A)			Speech Laura, Colleen R. - Rm. 115	B+	A	B+	A	B+	B+	4	0
1(B)			Current Affairs Manson, Greg T. - Rm. 123	A	B+	A	A	A	A	3	0
2(A)				B	D+	A				5	0
2(B)						H				4	0
3(A)										4	0

Applications Close

Application	Description
AK CIS	Alaska Career Information System

AKCIS Alaska Career Information System

Assessments Occupations Education Employment My Portfolio

Your Career Begins Here

Get Started

- Use these tools to manage your career development.
- Learn more about yourself and create a career plan.
- Map your high school classes.

Learn about Myself

Learn about Work

Done! You are now logged into your AKCIS portfolio.

3



## Unrecognized Users:

If you see the screen below, it means that your PowerSchool account has not yet been linked to your AKCIS portfolio. There are two available options to proceed.

**For first-time users** - Do not use this option unless your school counselors asks you to do so.



**If you have an account:**  
This option is no longer used. Please DO NOT try to login. If you see this screen or your screen has a Warning with Red Letters lick out of the tab and try the AKCIS link one more time, you should be brought to the AKCIS website.



### Sign up option:

Used for students who do not have an existing AKCIS account (for example, incoming KPBSD 7<sup>th</sup> graders or students who are new to KPBSD).

Clicking “Sign-up” should bring student to a screen that asks if they would like to share their information with their counselors. Students must select “yes” to allow for the PowerSchool /AKCIS integration. **This only needs to be done once.**

**DO NOT TRY TO LOGIN ON THE RIGHT – CLOSE OUT OF THE TAB AND TRY THE AKCIS LINK FROM PS AGAIN.**

## Support:

We’re here to help. If you have any questions or encounter any issues please contact us using one of the methods below:

Name	Area of Service	Email	Phone
Gia Baker, Career Guidance Liaison	Homer Area	gbaker@kpbsd.org	235-4691
Jade Mann, Career Guidance Liaison	District Wide	<a href="mailto:jmann@kpbsd.org">jmann@kpbsd.org</a>	283-2141
AKCIS	Statewide	<a href="mailto:akcis@alaska.gov">akcis@alaska.gov</a>	800-441-2962