Administrator Instructions for the AAAS Career Development Portal

Step 1: Fill out the Portal Usage Agreement Form and click the SUBMIT BUTTON
https://careerdevelopment.aaas.org/academics/portal-usage-agreement-form/

Step 2: Within 2-3 business days, a AAAS Career Development representative will reach out to you with instructions for accessing your portal and your portal’s unique link.

This email will include:
- Your custom portal link
- Contact information for our support team
- Registration instructions
- Marketing assets for promotion
- The date your subscription activates

** You can access your portal prior to your subscription activation date, but you cannot assign seats to your students until your subscription period begins **
Step 3: Sign in! If you already have an account with the AAAS Career Development Center, then your log in information will remain the same. If you do not already have an account, our team will create one for you, and include the information you need to sign in in the welcome email.

New users can reset their password under the Edit Profile page, found under WELCOME.
Step 4: Click the PORTAL button to access your portal dashboard.

Step 5: Manage your student enrollments.
How to use your Administrator Portal:
- To remove a student from your portal, click the Deactivate button next to their name.
- To check on a student’s progress, click the View Progress button.
- To subscribe a new student, fill out their information in the Subscribe a new student box and click the Add Learner button.
- To return to your courses, click Return to the Courses.

To access your marketing materials, click Return to Your Courses and click the UNIVERSITY ASSESTS button.

More information on pricing for adding additional seats can be found under the PRICING tab and more information on our subscribing partners can be found by clicking on the OUR SUBSCRIBERS tab.

If you have any issues or questions, please contact AAAS Career Development at support@aaascareerdevelopment.org or 888-299-1161.