

## Instructions for Shareholder Career Development Database.

1. Type [tyonek.com](http://tyonek.com) into your web browser.
2. Click **Shareholders** in the pull down menu.
3. Select **The Shareholders Career Development Database**.

You will see a page with links to two websites to help you find a career.  
The first link is **AKCIS Login** and the second is **Register Now**.

### **AKCIS Login**

1. Clicking the **AKCIS Login** button will open a new tab in your web browser.
2. Go to the login box and enter the username **tyonekcorp** and the password **4Clients**.
3. Click **log in**.
4. Click **Create My Portfolio**.
5. A new page will open, again click on **Create "My Portfolio."**
6. Enter your information.
7. Click submit.

Your portfolio is complete and you now have access to use the resources this website offers.

### **Register Now**

1. Click **Register Now**.
2. Enter your information into the job profile.
3. Click **Create Job Profile**.
4. Enter your email address, and the password you just created, into the designated boxes.
5. Click **Log on**.
6. Click the **Shareholder Career Development Database Form** link.
7. Click the next link which is also called, **Shareholder Career Development Database Form**.
8. Click **Apply for this Position**.
9. Read the information, click the **I agree to the above** checkbox, enter your information, and click **Proceed to Next Step**.
10. For each additional page, read the text and follow the directions. Enter your information, and check the appropriate boxes. When you finish, click **Proceed to Next Step**.
11. When you have completed all sections (signified by a green check mark on the left). On the last page click **Submit Application**.

Your application is complete and you will be contacted.

If you want to print your application, go to **My Account**, and click **Print**.

If you want to make changes to your application, contact Human Resources at 256-258-6200.