



## IntelliPORT: Start Your Customized Experience Today

- To [register](#), provide first & last name, email address & password
- Once submitted, an activation code will be sent to your email address that is required to activate your IntelliPORT account. If you do not receive an activation code, [contact us](#) for assistance.
- After entering the activation code, go to Update Profile. Enter your contact information and customize your IntelliPORT experience by selecting your Industry & Interest preferences.
- Use the Organization drop down menu and select your organization or click Create New if it is not listed. If individuals from your organization are not already IntelliPORT users, you will need to fill out your organization profile. NOTE: Only the Primary & Secondary Contacts entered under the Organization Profile will be able to edit this information.

## Features of IntelliPORT

### Dashboard

The Dashboard is a quick-look area for information provided through IntelliPORT. Information is filtered based on your preferences and displayed in an easy to use module format. Modules can be moved and minimized to enhance your customized experience.

### Tracking

Tracking allows IntelliPORT users to view the completion status of KWTC Education & Training. For larger companies, the primary and secondary contact of the organization can view which classes each employee within the organization has attended. The individual can also use this feature to see what education opportunities they have attended or missed.

### Reports

The Report feature provides instant itemized review of the event admission savings you have realized by becoming an IntelliPORT user or KWTC Member. Additionally, KWTC Membership benefits are listed on this report as well and can be viewed by the primary and secondary contacts of the organization.

### Customized Data

The Customized Data section provides an overview of all information that has been filtered based on your preferences. Information categories such as Classes, Resources, News, etc. provide easy navigation and Industry & Interest categories such as Import, Export, Aviation, etc. are differentiated by color.

### Blogs & Forums

Peer-to-peer features can be found within Blogs & Forums. Blog topics are generated by KWTC Staff & Preferred Service Providers and are open to the public for comment. Forum topics can be started by anyone and are open to the public for comment as well.

### Notifications

By selecting your Industry & Interest preferences on your profile, the KWTC is then able to send you emails regarding news, alerts, and upcoming events specific to your preferences. This will provide you with customized KWTC notifications by email so you know what you receive is relevant information for you to be aware of.