

# Staff QuickStart Guide

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Below you will find the first steps when setting up your **Accucampus** center staff account:

```
button.accordion { background-color: white; color: #286DA8; cursor: pointer; padding: 18px; width: 50%; border: none; text-align: left; outline: none; font-size: 21px; font-weight: bold; transition: 0.4s; }
button.accordion.active, button.accordion:hover { background-color: #7c9f22; color: #000000; }
div.panel { padding: 0 18px; display: none; background-color: white; }
.accordion:after { content: '\02795'; /* Unicode character for "plus" sign (+) */ font-size: 13px; color: #777; float: right; margin-left: 5px; }
.active:after { content: "\2796"; /* Unicode character for "minus" sign (-) */ }
.note { background-color: #ffffcc; border-left: 6px solid #ffeb3b; }
```

1. Get Login Information From Admin

Center staff should have been given their login information to access AccuCampus by the admin. The information provided should include:

- **Domain** - This is the campus domain
- **Email** - your email
- **Password** - the password assigned by the admin (you will be able to change it once logged in)

Once you have all of the login information you are ready to Login to AccuCampus

## 2. Login to AccuCampus

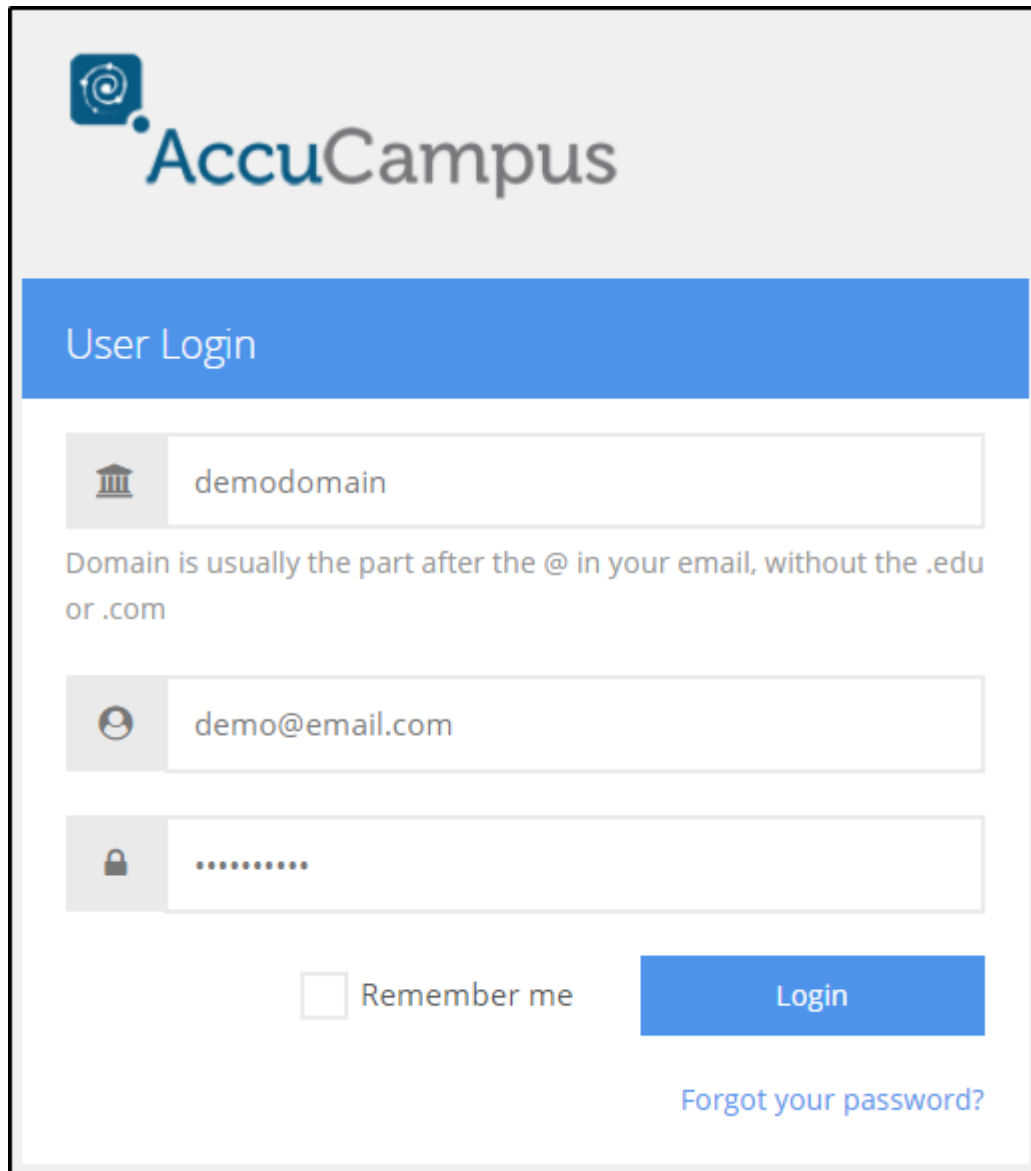
After you have all the Login information you will be able to log into AccuCampus on a computer using the normal login or on a tablet/phone using the login app instructions

### Login Using Computer

To **login** to AccuCampus go to [www.accucampus.net](http://www.accucampus.net) and fill in all of the information needed to login:

- **Domain** - This is the institutions domain
- **Email** - your email
- **Password** - the password assigned by the admin (you will be able to change it once logged in)

look at the example below:



The image shows the AccuCampus User Login interface. At the top is the AccuCampus logo. Below it is a blue header with the text "User Login". The form contains three input fields: a domain field with a building icon and the text "demodomain", an email field with a person icon and the text "demo@email.com", and a password field with a lock icon and masked characters ".....". Below the password field is a "Remember me" checkbox and a blue "Login" button. At the bottom right is a blue link that says "Forgot your password?".

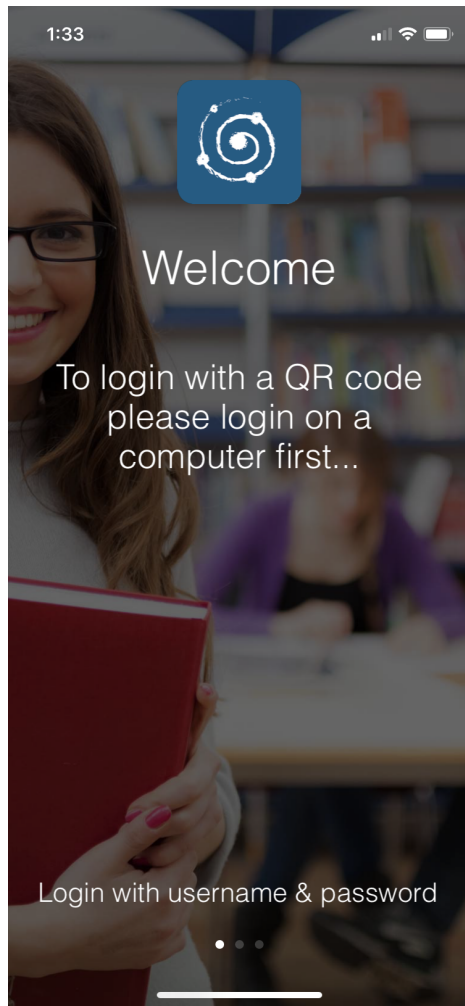
### Login Using AccuCampus App

To **login** to AccuCampus using the app you must first install the app, for instruction on how to download the AccuCampus app click [here](#). (coming soon)

Once the app is downloaded you can sign in by clicking **Login with username & password**, and then enter the following credentials:

- **Entering your campus Domain**
- **Entering your Email**
- **Entering your Password**

When finished click **Log In**.



### 3. AccuCampus Navigation

## Using the AccuCampus Interface

In this section, we explore the AccuCampus layout so you'll know exactly where all your options are in the system.

### The Layout

In this section we explore how the AccuCampus layout is setup and used.