



This documentation refers to an old version of Accudemia 7.0 and has been replaced by Accudemia 9.0:

- [Accudemia 9.0 - Quick > Sign-in Stations](#)
- [Accudemia 9.0 - Administration > Sign-in Stations](#)

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## Sign-In Stations

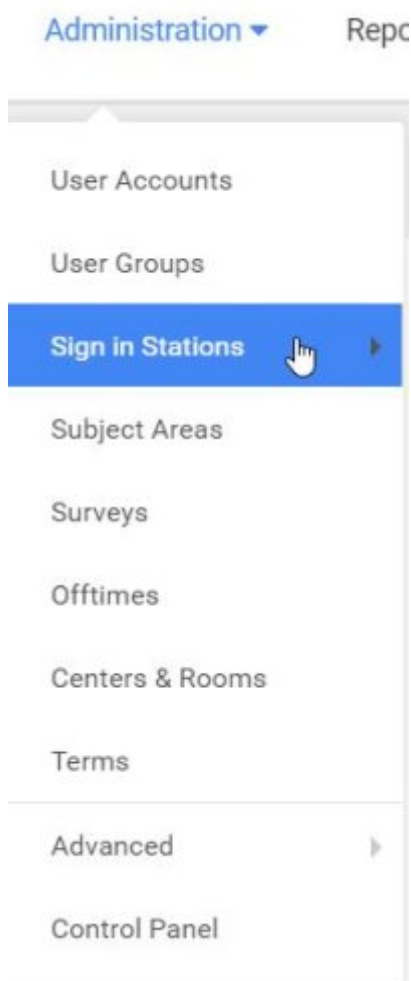
This section explains the **Sign-in Station** options you have to collect **Center Attendance** and **SI Class Attendance** with **Accudemia** at your **Center** or **Institution**.

In Accudemia, users can sign in and out of their sessions using Sign-in Stations. Sign-in Stations can be installed physically in a computer or can be configured in Accudemia and a link to them is provided to the users so they can click on it and use the Sign-in Station in their own device's web browsers.

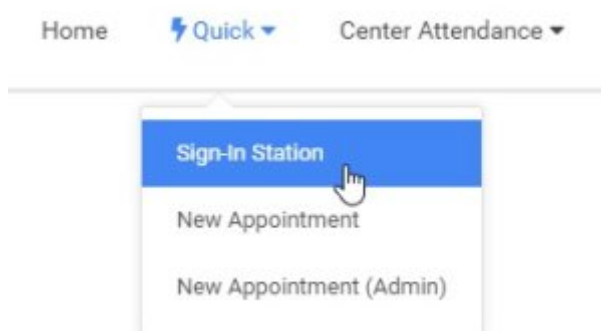
### Computers

**Purpose:** This section is used to set or designate a computer, tablet, or web-enabled device as being a **Sign-in Station** for a **Classroom** or a **Center**.

**How to Access:** **Administrations > Sign-In Stations > Computers** or **Quick > Sign-in Station**



### Quick > Sign-In Station



If you want to configure the way the Kiosk is used by **Students** during the sign-in process , this is defined in the **Control Panel > Walk-ins** section.

When a machine is set as a **Computer Sign-in Station** and the [yourcollege].accudemia.net site is accessed, the browser pulls the **Sign-in Station** screen up based on a cookie stored in the Computer's browser.

Sign-in Station will:

- Let you see a particular **Center's** or **Classroom's Sign-in Station** screen.
- Allow **Students** or **Tutors** to sign-in at the **Center**. (Sign-ins are necessary and the primary way to log attendance in **Accudemia**.)

A **Sign-In Station** helps by creating **Session Logs** for the **Students** and **Tutors** who sign-in. Although there is a manual process to create [Session Logs](#) directly by **System Administrators** this is the automated and most convenient solution.

## Accudemia Sign-in Station Computer Minimum Requirements

This section is created to explain the minimum requirements needed in a computer to be set up as a **Sign-in Station** in **Accudemia**. Due to the web-based nature of the **Accudemia** system, there is no real specification on the computer hardware, so these are the only items that you need to ensure:

1. The Computer has an active Internet connection (preferably wired and not wireless).
2. The Computer has a browser installed that can access \*.accudemia.net on port 80 (Internet traffic) over the network and Internet connection.
3. The Computer's browser has the ability to store cookies from \*.accudemia.net

As long as these three criteria are met, you should have no problems setting up and maintaining the **Accudemia Computer Sign-in Station**.

If you use an image that resets after every reboot on the PC, you will need to make an adjustment to the image, so it includes this cookie that is built when you set up an **Accudemia Computer Sign-in Station**. Typically a popular program used to do this is [Deep-Freeze](#) by Faronics. If you are using this to keep your Computer's image set to a saved state, just do the following so it will stay set up as an **Accudemia Computer Sign-in Station**:

1. Un-freeze the Computer.
2. Go to your [http://\[mycollege\].accudemia.net](http://[mycollege].accudemia.net) website and set up the **Accudemia Computer Sign-in Station** using the steps below. Replace the **[mycollege]** with your institution's domain.
3. Re-freeze the computer.

## Create a Sign-in Station or Setup Kiosk

To create a new **Sign-in Station**, follow these steps:

1. Login as a Center Administrator, College Administrator, or **System User** with permission to make Sign-in Stations.
2. Navigate to the **Administration > Sign-in Station > Computers** option from the top navigation menu. (A screen should then appear on the right titled **Sign-In Stations**)

Sign-In Station

Student Success Center

Enable Student Walk-Ins

Uninstall Kiosk

SIGN-IN / SIGN-OUT

Type your User ID

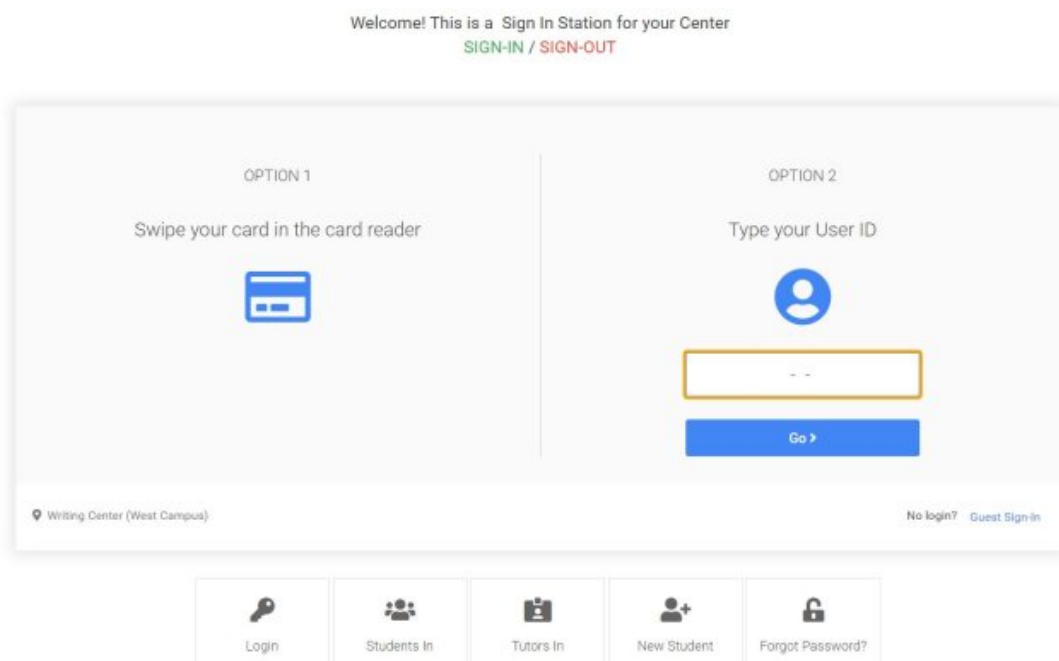
555-55-1001

Go >

Student Success Center

**Note:** You can choose to disable the “Walk-ins” making this an “Appointment Only” Sign-in Kiosk by unchecking the checkbox labeled “Enable Student Walk-ins”.

3. You can then customize your **Sign-In Station** by following these steps in the next section:
  - [Fixed Sign-In Stations](#)
4. Once you choose the location and/or customize your settings, you can now sign people in.
5. By clicking on **Setup Kiosk and Logout**, you are automatically logged out, and the web page becomes a kiosk on your device.



**Note:** The screen will now display the location of the Sign-in Station on the bottom left corner.

If you already have a kiosk set up on this Computer, you will get the following message:

Unable to create kiosk.  
Please refresh the page.

Simply use the **Uninstall Kiosk** link (if you're not sure what Center it was set up for in the system) to set it up again.

**TIP:** If you are using SAML SSO (Single Sign-On) when you complete this process you may be taken to the logout screen only for your school. Please simply navigate back to your <https://<mycollege>.accudemia.net/Kiosk> URL, replacing the <mycollege> domain with your school's domain for Accudemia.

This documentation refers to an old version of Accudemia 7.0 and has been replaced by Accudemia 9.0:

- [Accudemia 9.0 - Quick > Sign-in Stations > Fixed Sign-in Stations](#)
- [Accudemia 9.0 - Administration > Sign-in Stations > Fixed Sign-in Stations](#)

## Fixed Sign-in Station

**Purpose:** This option allows you to set up a **Fixed Walk-in Sign-in Station** if you want to track a specific session that has either a pre-selected **Tutor**, **Subject Area**, **Instructor**, and/or **Service**. This process locks the Sign-in Station to the selected options set by an Admin or Tutor (with Admin Sign-in Station privileges), so the Student can simply swipe into a special session. This can be done from a normal **Sign-in Station** Computer or a specially designated computer. Just be sure to set it back to a normal kiosk when done.

**How to Access:** **Administration > Sign-In Station > Computers > Settings (Gear icon)**



Steps to Set a **Fixed Walk-in Sign-in Station**:

1. Navigate to the **Sign-In Stations > Computers** section from the top navigation menu.

2. Select the **Center** in the Center selection box on the left.
3. Click the **Settings (Gear icon)** button.



4. Select your fixed settings(default values) in some or ALL of the four options:

- **Subject Area**
- **Instructor**
- **Tutor**
- **Service**

**Note:** If you select a default value for any of the options, you leave the user no other option for that item than the one you are setting, for example, if this Sign-in Station will only be used for the Service called "Face-face Tutoring" and no other Service then you can set this Service as default and the user will not be able to select in that category

5. Finally, click the **Setup Kiosk & Logout** button at the bottom of this screen.

If you don't click the one at the bottom of this screen and instead click the same button at the top, then none of these options will be fixed on the sign-in stations.

Don't forget to remove the Fixed Sign-in Station and set it back to a normal sign-in station when done!

Deleting the browser's cookies will disable the computer from being set up as a **Sign-in Station** and therefore the **Fixed Sign-in Station Settings** you've set up will become unusable.

## Remove a Sign-in Station or Uninstall Kiosk

To delete a **Sign-In Station** (any **Sign-in Station** from the **Centers** or **Classrooms**) list do the following:

1. First select a **Location** or **Center** in the drop-down menu.
2. Then under **Setup Kiosk & Logout** there should be a button called **Uninstall Kiosk** by pressing this the sign-in station will be deleted. (A popup message saying **Sign-in station uninstalled.** should then appear)

If you have access to this section, it should be noted that this action can be performed from any machine, and it must be used with extreme care, as the Sign-in Station mode that would normally appear on the **Sign-in Station** terminal you removed will no longer. And instead, the external URL (or default page) will load when they go to the http://[MyCollege].accudemia.net website. This site can only be used to log in to the back-end of **Accudemia** so **Students** will not be able to Sign-in.

## Manage iAccu Devices



Selecting the iPhone button will allow you to view the iAccu Apple Devices set up as Sign-in

Stations to see if they have been synced recently.

For more information about their setup and use visit:

[Offline Devices \(iAccu\)](#)

## Sign-In / Sign-Out Station Screen

The following section will cover how a **Student** or **User** can sign in.

- **Administrator Sign-In:**
  - An administrator can sign a user in through his **sign-in/sign-out** menu without setting up the Kiosk. (**NOTE:** Users can **only** sign-in this way using their **User ID**.)
- **Kiosk Sign-In:**
  - **Option 1:** Swipe card in card reader.
  - **Option 2:** Type User ID.

Admins can disable the display of the card swipe option from this screen in the **Administration > Control Panel > Appearance & Themes** section of Accudemia. For more information please [click here](#).

### Kiosk Sign-In Screen Buttons

Any of the following icons except for the sign-in options can be hidden for a center place through the Station's Options.

Here is an explanation of the functionality of the buttons:


- **Login:** This option cannot be removed and is the default shown when the website is loaded.
- **Students In:** Brings up a list of students who are currently signed in. This option also can be disabled in the [Control Panel > General](#) options.
- **Tutors In:** Brings up a list of tutors who are currently signed in. This option also can be disabled in the [Control Panel > General](#) options.
- **New Student:** This screen allows new students to register themselves in Accudemia. This option also can be disabled in the [Control Panel > General](#) options.
- **Forgot Password?:** This screen allows reset or recover your password to registered Accudemia's users. This option cannot be disabled in the [Control Panel > General](#) options.

Welcome! This is a Sign In Station for your Center

SIGN-IN / SIGN-OUT


OPTION 1

Swipe your card in the card reader



OPTION 2

Type your User ID



Go >

Writing Center (West Campus)

No login? Guest Sign-In

Login

Students In

Tutors In

New Student

Forgot Password?

If a student that is not in the current Class/Center wants to sign in, they can by using the **Guest Sign-In** button located in the bottom right corner.

## Log In

## Students In/Tutors In

**Purpose:** This screen merely exists to help you check who is signed-in at each **Center** in **Accudemia**.

There are two options to see who has signed in/out of the centers:

1. The first option is to all Users from the Sign-In Screen (if settings allow so.), which lists only students or only tutors signed in to the system

Who Is In?

STUDENT
John M Doe

Go Back

2. The second option is for Administrators' use only; they can access it by going to visit: **Center Attendance > Manage Center**. From here, the admin will be able to see all students and

tutors signed in to all centers. A filter search bar will be located on the left side of the screen to select viewing criteria. For each User, the date and time of the sign-in, course, Service, Tutor, and Instructor are shown.

## New Student

**Purpose:** To register and collect information about new students.

**How to Access:** This screen appears to a student during sign-in if their ID is not already in the database.

This screen collects information about the new Student recently created. After typing the student information on the first tab, the new Student is able to see the profile questions and complete them.

Welcome! This is a Sign In Station for your Center  
**STUDENT SIGN-UP**

**LOGIN INFORMATION**

User ID (Required)

Password (Required)

Repeat Password

**ABOUT YOU**

First Name (Required) M.I.

Last Name (Required)

Email

Phone Number

Gender

☐ Male

☐ Female

**Sign-Up to Access University Services**

Fill out the form on the left to access university services. Simple enter your information and click Register. Once registered, enter your ID again to sign-in.

The profile questions are customizable for your college at the Profile Questionnaire Screen. The configuration will determine whether an answer is required. Questions that require answers are marked with an asterisk on the right side.

After filling in all the new information, this new Student must click the **Register** button to be registered to the Accudemia System.

If you prefer to not let **Students** create themselves in **Accudemia** than this option can be disabled in the [Control Panel > General](#) section of **Accudemia**.

## Forgot Password?

**Purpose:** Allows users to reset or recover their password to registered Accudemia's accounts.

**How to Access:** This button is located under the sign-in screen in the Kiosk.

Forgot your password?

Please enter the required information to validate your identity.


User ID:

Must be the same registered in the system

Email:

Enter the code shown:

[Try a different code](#)



It is not case sensitive.  
This helps us prevent automated programs from sending spam.

## Student Sign-In

After a user successfully types their **User ID** in (or swipes their card) Accudemia would search whether the user has an upcoming appointment about to start in the next few minutes(as set based on how soon a user can enter an appointment), in case there is an appointment coming: 1- Accudemia shows the appointment information to the user and allows them to sign in to the appointment. 2- A second option to do a “walk-in session” instead is shown, users should only use this second option if they know that the appointment scheduled with them is not going to take place.

If no appointment is found or if the user decides to do a walk-in instead then the Walk-in wizard will show(based on the configuration the wizard can look different.)

### Walk-in Session

The example below shows what **Student** will see when they follow a walk-in wizard, this depends on the configuration so use these steps as a reference only:

Welcome! This is a Sign In Station for your Center

JOHN M DOE Cancel

Select Service   Subject Area   Professor   Report Visit?   Confirm   All Done!

Search...

- ☐ APA Formatting Help >
- ☒ Essay Writing Tutoring >
- ☐ MLA Formatting Help >
- ☐ Research Paper Tutoring >

Other/I don't know Next >

Students have to complete several selection steps like the following:

1. **Select Service** - Service selection may be optional or required. If optional, you can skip this step, however, it is always better to select an option if possible.
2. **Subject Area** - Select one course by clicking on it. The option "none" appears if the course entry is defined as optional in the center settings screen.
3. **Professor** - This section is for the User to choose the Professor/Instructor who teaches the Course selected earlier.
4. **Report Visit?** - This section is an option the student has whether or not to report to the professor that they signed in. By clicking **Yes** the user will be signed in and be taken to the **Confirm** page to make sure everything was filled out correctly

Deleting the browser's cookies will disable the Computer as being a **Sign-in Station**, so be careful not to remove the cookies for the accudemia.net website. If you have any programs such as "DeepFreeze" that are used to keep the Computer's OS and applications intact by preventing the installation of applications or changes to the Computer's settings, then you will want to do the following:

1. Open the "DeepFreeze" or similar application and "unfreeze" the Computer.
2. Set up the Computer **Sign-in Station** following the steps above.
3. And then "freeze" the Computer again to save this Sign-in Station setup.

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