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## IT Staff Reference Manual

**Here are the features of the software most commonly used by IT Staff:**

- **Accudemia Data Exchange (ADX):** Use this to schedule automatic data imports.
  - **Data import:** Use this to import student enrollment and other data into Accudemia
  - **Data Export:** Use this to export data out from Accudemia into other applications.
  - **Single Sign On / SSO:** Use this to set up Accudemias SSO via your college portal.
  - **Virtual Sign-ins:** Use this to view how Virtual Sign-Ins work for Accudemia.
  - **Outlook 365 integration** Use this option to check the integration with Outlook 365 for Accudemia.
  - **Zoom integration** Use this option to check the integration with Zoom for Accudemia.
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