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How to Sign-in to a Center/Classroom

In Accudemia, there are 3 types of sign-in options:

Option 1 - Physical Sign-in Station (for a Center visit): This will be a computer where users start a walk-in or appointment session by putting their ID. In this case, depending on the configuration set by the Center after typing their ID users need to answer a few questions though as wizard:

1. What service do you need help with today?
2. What Course is related to this visit today?
3. Who is your Preferred tutor?

This wizard can be shorter or longer depending on the configuration

[Click here](#) to view how to use this option.

Option 2 - Physical Sign-in Station related to Class Attendance (for a Supplemental Information Class you're attending): This will be at a Computer where you sign in to participate in a class, there is no need to select anything else once you swipe or type in your ID because Accudemia knows who should be coming to specific classes on specific date and times. Only enrolled students in a SI Class will be allowed to sign in.

Please make sure the Sign-in Station is set for your Class and not others, it should have the Class identifier on the screen, also if your ID is not recognized talk to your instructor so they can fix your enrollment information

[Click here](#) to view how to use this option.

Option 3 - Online Sign-in Stations: This is a link to the virtual sign-in station provided by your Center. In this case, depending on the configuration set by the Center you will need to answer a few questions:

1. What service do you need help with today?
2. What Course is related to this visit today?
3. Who is your Preferred tutor?

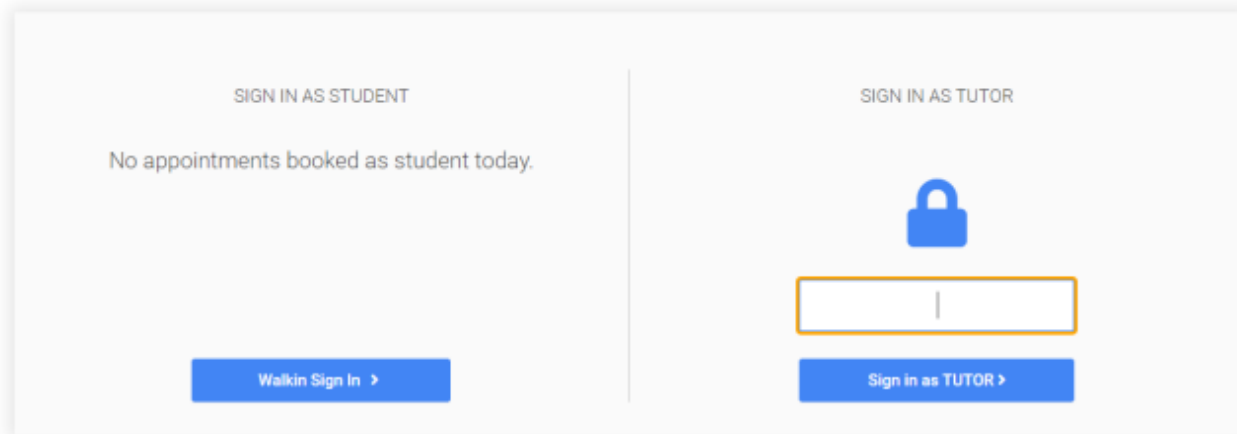
[Click here](#) to view how to use this option.

Option 1 - Using a Physical Sign-in Station at the Center

1. To Sign-in to a Center, you must do this at a designated **Sign-in Station** that your **Center**

Administrator has set up.

Note: As a **Student** to sign in you will not be asked to provide a password. The password is only necessary when logging into the Accudemia to set up an appointment, check hours of availability, complete surveys, etc. If you want to do this then click the Login icon at the bottom instead. If you are both a **Student** and a **Tutor** you will be prompted to choose if you are signing in as a Tutor or Student today:



The screenshot displays a sign-in interface with two panels. The left panel, titled "SIGN IN AS STUDENT", shows the message "No appointments booked as student today." and a blue button labeled "Walkin Sign In >". The right panel, titled "SIGN IN AS TUTOR", features a blue padlock icon, a password input field with a vertical cursor, and a blue button labeled "Sign in as TUTOR >".

Realize that if you are doing a **Student** Sign-in you can simply click the "Sign-in as a Student" option without a password as a typical **Student** would.

2. Next, you will be requested to choose the reason for your visit:

Note: This selection path can change depending on the Center's configuration.

3. Asks for the **Service** you need help with today:

Sign-In Station

Marketing & Math Center

Setup Kiosk & Logout >

Uninstall Kiosk

JACOB S JACKSON

Cancel

Select Service

Subject Area

Instructor

Tutor

All Done!

Search...

☐

>

☐

Advanced classes

>

☒

online marketing tutoring

>

☐

PC Use

>

☐

Tutoring

>

Other/I don't know

Next >

4. Asks for the **Subject Area** you need help with today:

Sign-In Station

Marketing & Math Center

Setup Kiosk & Logout >

Uninstall Kiosk

JACOB S JACKSON

X Cancel

Select Service

Subject Area

Instructor

Tutor

All Done!

Search...

Applied Calculus

>

Extended Hours Course

>

Marketing

>

< Back

Next >

5. Asks for the **Instructor** is related to the visit today:

Sign-In Station

Marketing & Math Center

Setup Kiosk & Logout >

Uninstall Kiosk

JACOB S JACKSON

Cancel

Select Service

Subject Area

Instructor

Tutor

All Done!

Search...

Mario inst2

Other/I don't know

Back

Next >

6. Asks for the **Tutor** you would like to help you today:

Sign-In Station

Marketing & Math Center

Setup Kiosk & Logout >

Uninstall Kiosk

JACOB S JACKSON

X Cancel

Select Service

Subject Area

Instructor

Tutor

All Done!

Search...

Julia Clark

>

Juliet Garcia

>

Jorge Rodriguez

>

Other/I don't know



< Back

Next >

7. Asks for a confirmation of the items you selected:


Sign-In Station

Marketing & Math Center



Setup Kiosk & Logout >

Uninstall Kiosk

JACOB S JACKSON

X Cancel


Select Service

Subject Area

Instructor

Tutor

All Done!



You are now in line. Remain in the area until your name is called.

You will be redirected in 4 seconds.

OK >

8. Done! you are signed into Accudemia to record your visit for the day.

This short video shows the full sequence of steps



Engineerica College Attendance Tracking!!

SIGN-IN / SIGN-OUT

The image shows a digital sign-in interface with two main options. Option 1, titled 'OPTION 1', instructs the user to 'Swipe your card in the card reader' and features a blue icon of a card reader. Option 2, titled 'OPTION 2', instructs the user to 'Type your User ID' and features a blue icon of a person. Below the instruction for Option 2 is a white text input field and a blue 'Go >' button. At the bottom left of the interface, it says 'Marketing Center' with a location pin icon. At the bottom right, it says 'No login? Guest Sign-In'.



Option 2 - Using a Physical Sign-in Station configure to track ****Classroom Attendance****to sign-in to a Class

1. To Sign-in to a Classroom, you must do this at a designated **Classroom Sign-in Station** that your **Administrator** has set up.

Warning! Do not confuse this with a "Center" Sign-in Station. Notice how this station information mentions the Classroom name(highlighted in yellow here):

Sign-In Station

Advanced Math Classroom




Setup Kiosk & Logout >

Uninstall Kiosk


SIGN-IN / SIGN-OUT

Next Class: [4:00 PM - 4:30 PM] 987 - [MAR-357-Marketing II] Marketing - Fall 2020 - Marketing II

Type your User ID

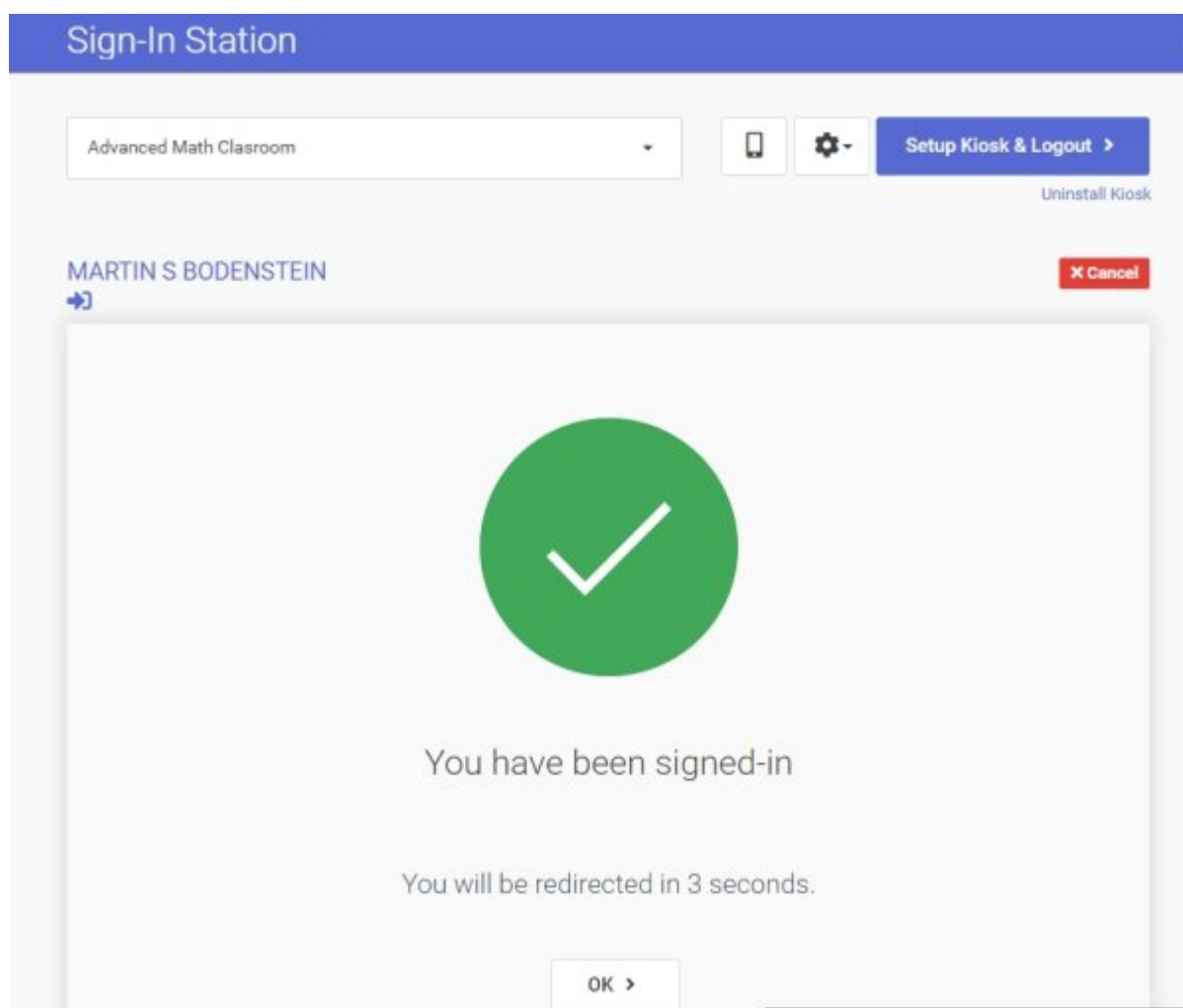


Go >

 Advanced Math Classroom

No login? [Guest Sign-In](#)

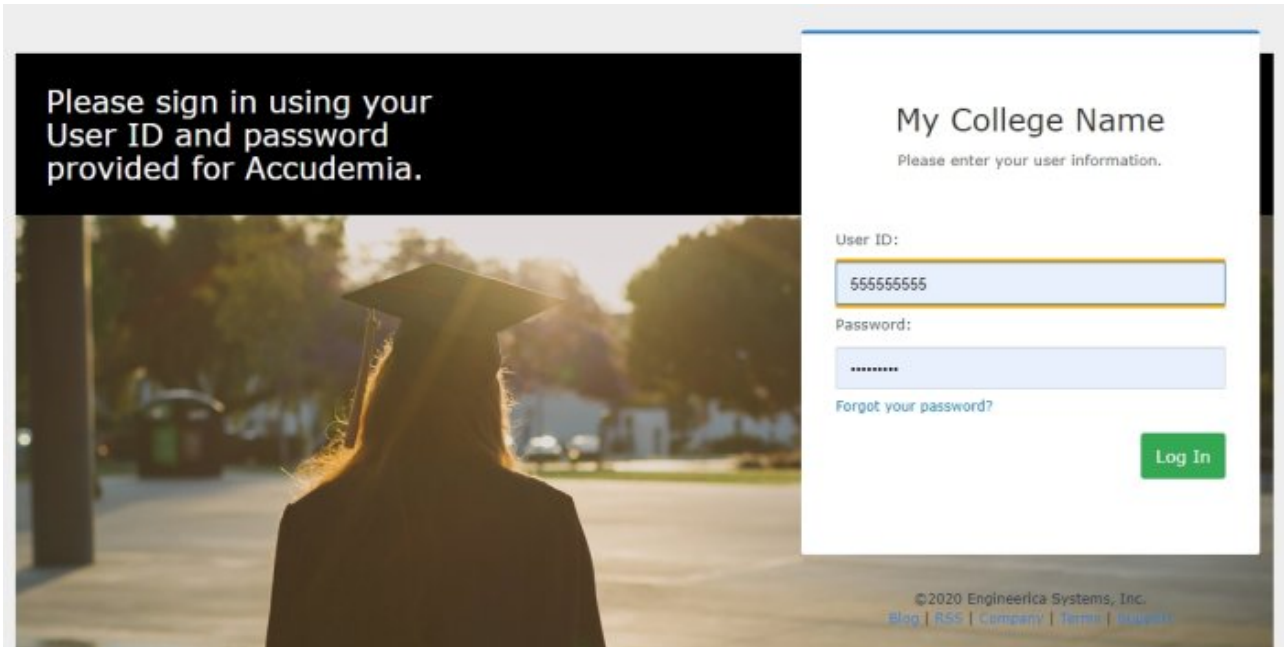
- Simply enter your ID number or swipe your card and as soon as you sign in there will be a confirmation message.



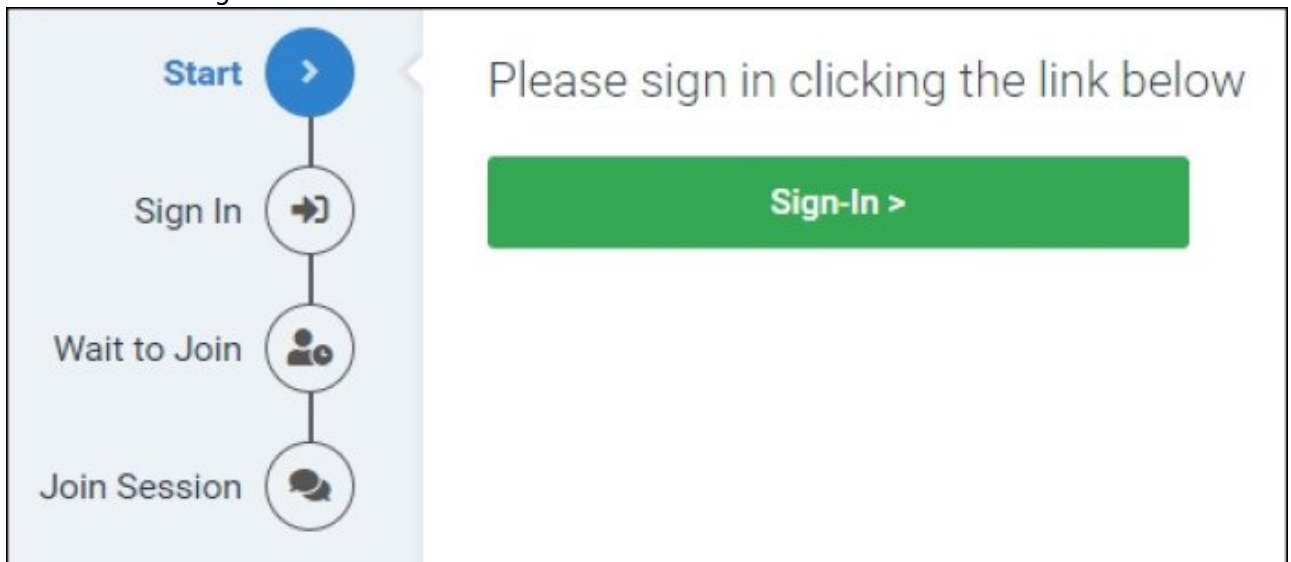
3. Done! You are now signed into your Class.

Option 3 - Using an Online Sign-in Station for a Virtual Walk-in or a virtual Appointment

1. This process starts with a web link that will be delivered to the student by the tutor/administrator, the link will look similar to this:
<https://mycollege.accudemia.net/?fwd=/private/virtualsein/join/70a3e123-cc52-4fc9-9ba1-ab910153cd69/tvngoartgikbaakqetm/>
2. Click the link and you will be prompted to use your Accudemia credentials(or your school login credentials depending on Accudemia configuration), please sign-in:



3. Once logged into the system simply follow the on-screen instructions to be signed in and get credit for visiting the Center.



4. Follow the selection Wizard as configured by your administrators, you might need to select any or all of the following:
- Service. (This is the activity/function that centers offer to students and users for example Tutoring, Counselling, and others)
 - Subject Area. (This refers usually to the actual Courses such as Math, Biology)
 - Instructor. (This usually refers to the teacher or those who run classes/seminars)
 - Tutor. (This usually refers to those who help students with their courses, there could be peer-tutors(tutors who are also students) and professional tutors(just tutors))

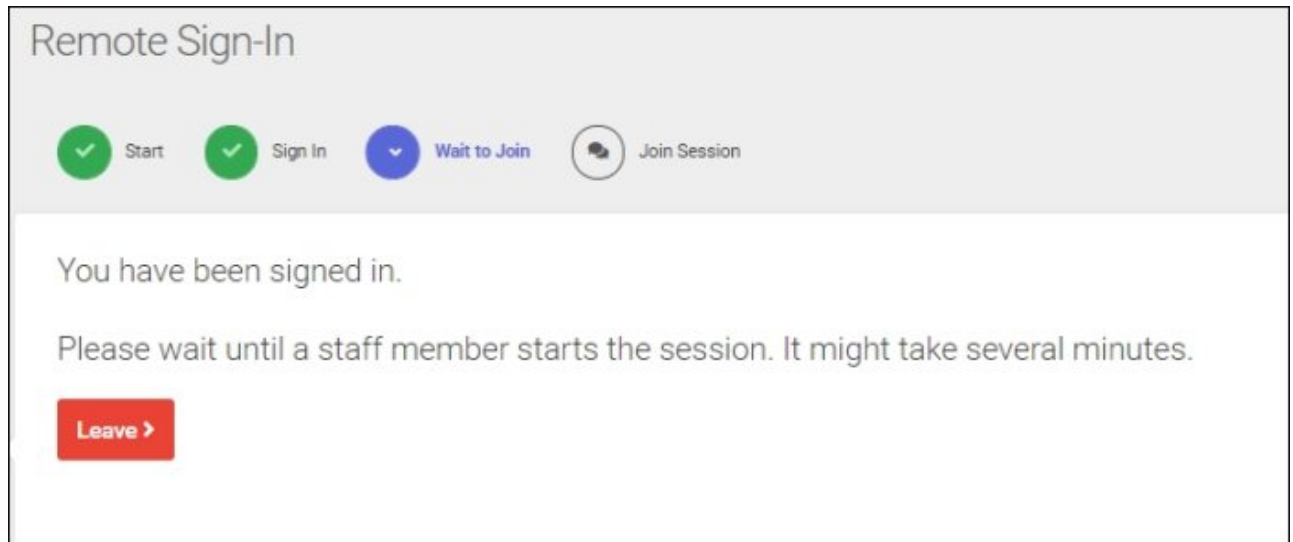
Note: This may vary based on how it was configured by your center admins.

The screenshot shows the Accademia sign-in interface. On the left, a vertical sidebar contains four steps: 'Start' (green checkmark), 'Sign In' (blue circle with right arrow), 'Wait to Join' (grey circle with three people), and 'Join Session' (grey circle with a play button). The main area is titled 'DAN ARLINGTON' and features a 'Cancel' button in the top right. Below the title is a progress bar with six steps: 'Select Service' (active), 'Subject Area', 'Instructor', 'Tutor/Skill Specialist', 'Confirm', and 'All Done!'. The 'Select Service' step contains a search bar and a list of services: 'Computer Use', 'Course Tutoring', 'Online Tutoring' (selected with a blue checkmark), and 'Skills Session'. Each service has a right-pointing arrow. A 'Next >' button is located at the bottom right of the main area.

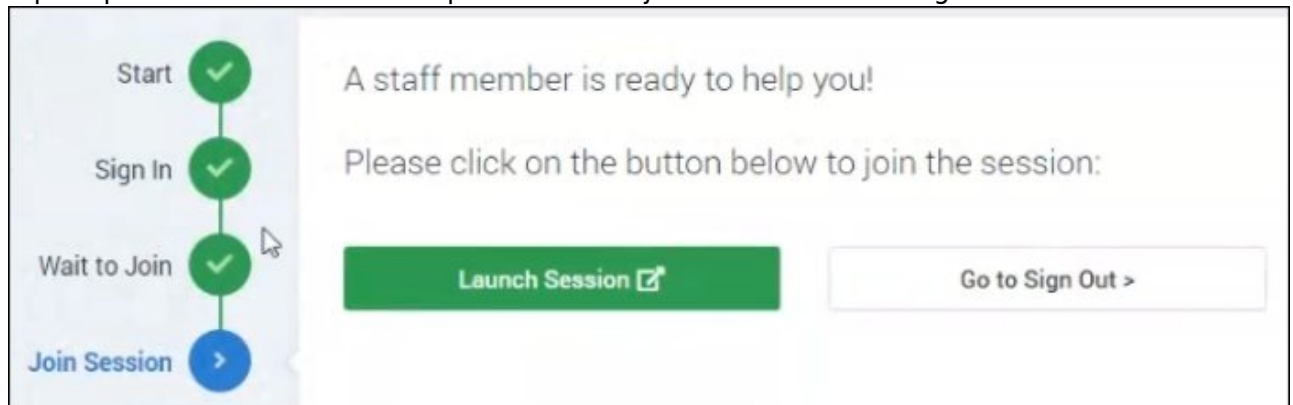
1. Confirm Sign-in.

The screenshot shows a confirmation dialog box with the text 'Are you sure you want to sign-in?'. Below the text, it says 'YOU SELECTED' in blue, followed by 'Computer Use', 'Geology - Drilling to the Inner Core', and 'Matthew Ashman'. At the bottom, there are two buttons: 'No, start over' and 'Yes >'.

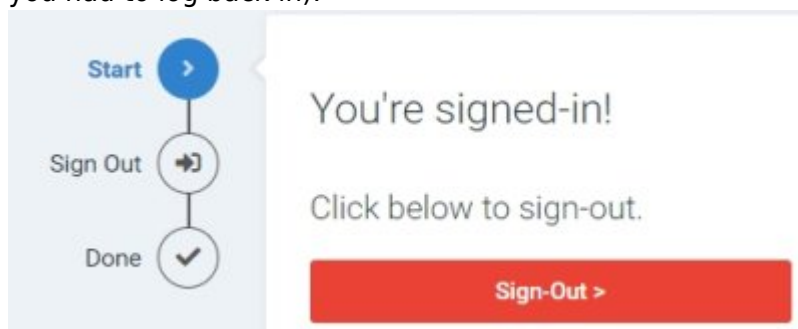
2. Sign-in successful! will be displayed, but you may have to wait for a little bit of time for staff to be available to help (just like in the real center!). If you want to exit the Waiting-Line click on the **Leave** button.



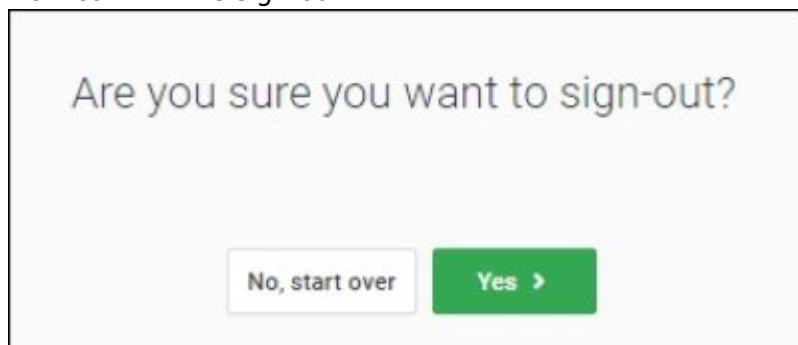
3. If prompted to “Launch Session” please click to join the online meeting.



4. When the session finishes then simply click the “Go to Sign-out” button or “Sign-out” button (if you had to log back in):



5. Now confirm the sign-out.



6. Done! You are finished with the session.

Conclusion

Now you should have been able to **Sign-in** to and **Sign-out** from the Center's Remote Sign-in Station/Kiosk to get your required hours in and show that you attended the virtual session the **Center** offers.

Note: Some schools prefer that the Tutors sign out the students from the sessions so if this is the case then you may not need to sign out on your own and can simply leave or close the meeting platform. Please check with your Tutor if this is the case.

If for some reason your online session ends abruptly you can use the same original link to rejoin the session

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