Tutor Quick Start Guide

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Tutor Quick Start Manual (PDF)

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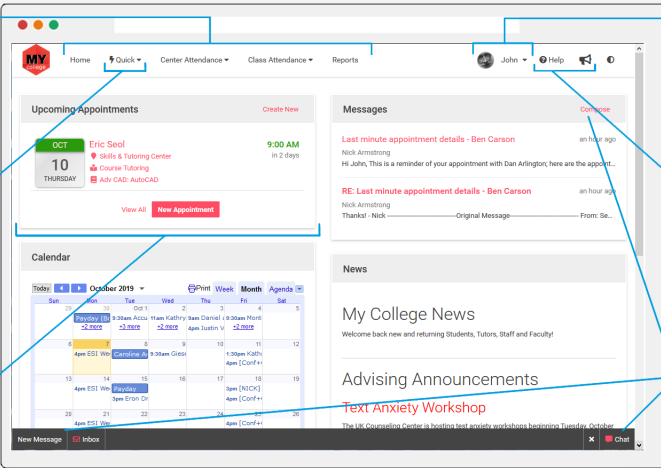# Tutor - Quick Start Guide

Accudemia Layout

NAVIGATION MENU

Use these links to perform funtions such as Managing the Student Wait Line, Run Reports, Setup a Sign-in Kiosk and more!

QUICK OPTIONS

Use these quick views to Sign-in a Student or setup an Appointment without leaving the screen you are using!

APPOINTMENT VIEW

View upcoming appointments and create new ones from the homepage using the Create New Appointment button.

PERSONAL MENU

Click on your name to set your schedule, Sign-in In or Out for the day, update your contact information and notifications.

HELP & UPDATES

The Help menu item gives you access to KB Articles, a way to contact your admin, and submit feedback about the software. The megaphone show any updates or planned maintenance in Accudemia.
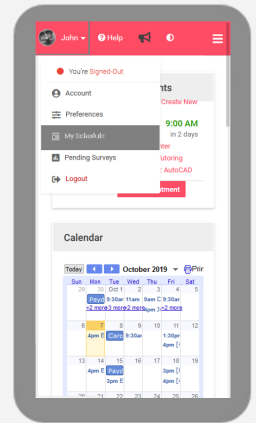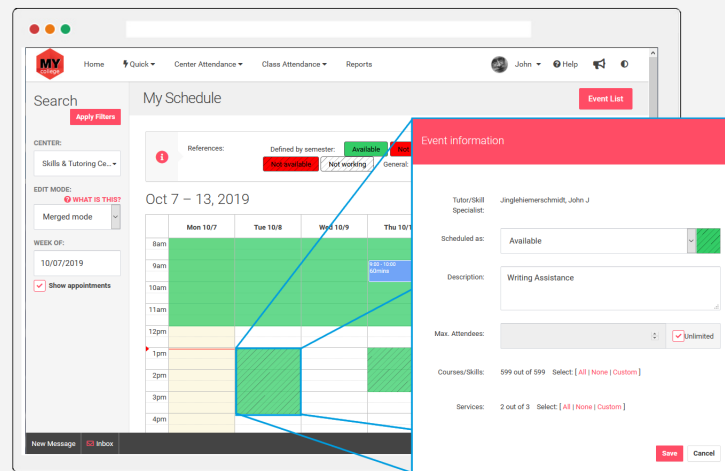
COMMUNICATION

There are many ways to communicate with other staff, admins, and students in Accudemia. Highlighted are just a few options.

Setting my Schedule

1. **Click on your name** and Select **My Schedule**.

2. First **select the Center** you want to be available for appointments.

3. Select the **Term Mode** if you want to setup you normal workweek or **Merged Mode** if you need to setup a specific exception on your schedule. Then click **Apply Filters** to see your schedule view.

4. Now simply **click and drag over the time-slots** to **select the services and courses** you want to be available for in the pop-up window.

5. **Click Save** and you're done!

MOBILE-FRIENDLY

The website was built for use on smartphones, tablets, as well as desktop computers so try setting your schedule from your own device too.

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