This documentation refers to an old version of Accudemia 6.2 and has been replaced by Accudemia 7.0:
Accudemia 7.0 - Student Quick Start Guide

# Student Quick Start Guide

Would you like to download this guide for offline use? Then download the

Student Quick Start Guide (PDF)

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# Where and how to Login

## Your Login Credentials

In order to login to **Accudemia** you'll need the following credentials:

1. **User ID** - This is typically your existing Student ID.
2. **Password** - Passwords are not required to Sign-in to a Center as a student. This is only needed if you want to login your **Accudemia** account to view/verify hours, setup appointments, update personal info, and/or complete Center surveys.

## Forgot your password?

If you forgot your password but know your **User ID** and **Email** that is associated with your **Accudemia** account you can go to your school's **Accudemia** website (http://<myschool>.accudemia.net*)or at a designated **Sign-in Station** onsite and click the **Forgot my Password** link. You'll then receive and e-mail message with instructions to follow to reset your password.

Watch this brief video to see how it is done:
https://youtu.be/v_zdrBxYoZY

*This may be different if your school has you login through your Student portal.* As noted above the **<myschool>** part of the website above and **User ID** will typically be provided by your school's **Center Administrators**. If you are still having trouble logging into Accudemia then Click here to learn how to contact your **Center Administrators**.

## Where to Login

This is the website that your school uses to login to **Accudemia** and typically is formatted like following: http://<myschool>.accudemia.net*

*This may be different if your school has you login through your Student portal.* As noted above the **<myschool>** part of the website above and **User ID/Password** will typically be provided by your

school's **Center Administrators**. Click here to learn how to contact your **Center Administrators**.

# How to Sign-in to a Center/Classroom

## Sign-in to Center/Classroom

To Sign-in to a Center or Classroom you must do this at a designated **Sign-in Station** that your **Center Administrator** have setup. 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 setup an appointment, check hours, and complete surveys. If you want to do this then click the home icon at the bottom instead which will change the mode from a Sign-in to a Login.

If you are both a **Student** and a **Tutor** you will be prompted to choose the kind of Sign-in you are doing at this time like shown below:



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.

# Center Attendance

## View My Sessions

**Purpose**: To view your own Center Attendance session records.

*Way to Access: Center Attendance > Session Logs*

**Using the Search**

You will see a search button on this grid, use it to restrict the record search to a certain time period by

entering the **From** and **To** dates. Clicking on the "Search" button brings to the forefront a search tab (which you can access directly by clicking on it as well). Use the grid ordering and filtering functionality (clicking on the column headers) to order the list by Course, Tutor or Instructor and also to further filter down information.

## Manage My Appointments

**Purpose**: This module schedules appointments between yourself and a **Tutor**. Options such as **Edit**, **Cancel**, and **Re-Schedule** helps you manage your records easily.

**Way to Access**: **Center Attendance** > **Appointments**

### New Appointment

Purpose: To Schedule an appointment with available **Tutors**.
Way to Access: **Center Attendance** > **Appointments** > **New Appointment**

Use this module to schedule appointments with available tutors using Open Slots selectors. Students, Tutors and Authorized Administrators.

Use "Show Filters" to display available **Tutors** to set the appointment.
**From** / **To**: To filter the Start and End date of the appointments.
**Center**: To filter by center.
**Tutor**: Type the Tutor's Name, it will display a list with the matched tutors.
**Subject Area**: Type the Subject area , it will display a list with the matched subject areas available at Accudemia. Click the **Search** button to start filtering.

When Accudemia finds the available tutors it displays two main sections:

- References: It displays a Color Reference items. The color shows the availability level.
- Search Results: It displays a list of tutor's boxes. Click on the boxes below to view the schedules.
    - It will display a **New Appointment** pop up window.
    - Follow the steps to set an appointment.
    - Click the **Accept** button to finish setting the appointment.

After you set the appointment, the schedule will change its color depending of Tutor's maximum attendees availability. It will also display the number of appointments set with the tutor over that time block.

If there is not available tutors Accudemia will display the following text: "Sorry, no open slots were found with the specified criteria. Please specify a filter criteria and click on Search."

### View Appointments

Purpose: To view, cancel, edit scheduled appointments between yourself and a tutor in a list or schedule (calendar) format.

Way to Access: **Center Attendance** > **Appointments** > **View All**

**Appointment Status**

After an appointment has been scheduled, its status will automatically change from upcoming, to taking place, and finally to a past appointment as long as the student signs in as scheduled. There are also three other status changes that can be made to an appointment.

**Canceled**: Appointments can be canceled prior to the scheduled appointment time. This will remove the appointment from both the appointment list and the schedule unless the search option is selected to show canceled appointments. Email notifications will be sent to both the student and tutor at the time of cancellation. Tutors and students are able to cancel their own appointments while administrators can cancel other user's appointments.

**No Show**: An appointment is recorded as a no show if the student does not sign in within the designated time frame controlled in appointment settings.

**Voided**:Appointments can only be voided if they are already recorded in the Accudemia System as Cancelled or No Show. This will remove the appointment from both the appointment list and the schedule unless the search option is selected to show voided appointments. Voiding an appointment can be used as a way to excuse a no show or cancellation. When voiding an appointment the user is asked to give a reason for the void. This reason can be seen in the appointments detailed history report.

**Cancelling an Appointment**

To cancel a scheduled appointment in list view, select the appointments you want to cancel and select **Cancel Appt** button at the top of the screen.

To cancel a scheduled appointment in schedule view, click on the appointment you want to cancel and a box will pop up with the option to cancel the appointment. Select **Cancel** and the appointment will be removed from the schedule.

**Re-Schedule Appointments**

This tool allows to re-edit your appointment. You can change your date, start time of the appointment and the duration. After made your changes to your appointment click the **Schedule Appt** button to save your changes.

**Restore Appointments**

To restore future cancelled appointments.

1. Use the filter to select the option to display canceled appointments.
2. Select the canceled appointment.
3. Click **Restore** to mark as "No Show" and restore your cancelled appointment.

**Appointment Wizard**

**Purpose**: To schedule a single or reoccurring set of appointments tutors.

*Way to Access: **Center Attendance** > **Appointments** > **Wizard***

Use this module to schedule appointments between yourself and a tutor.

When you first enter at "Wizard" you will be shown days of the week you want it:

1. Click **Next** to be able to select the day(s) to schedule the appointment(s).
2. Click **Next** to select the Subject Area(s).
3. Click **Next** to select the Service(s).
4. Click **Next** to select the Tutor(s).
5. Click **Next** to display the Tutor's schedule. At this page you are able to select the date and duration by clicking and dragging over the available time slots. If you want to change a default value you can click the "reservation" and change the time or duration to the one you want.
6. Click **Next** to validate the appointments. That last step will show a description of the appointments you are trying to schedule. You might find that some of them are valid and some of them are not. You can go back and select another date or just click Finish to schedule the the valid appointments. Please take into account that the invalid appointment will never be scheduled so you might want to pick another time or tutor.

# Manage My Personal Settings
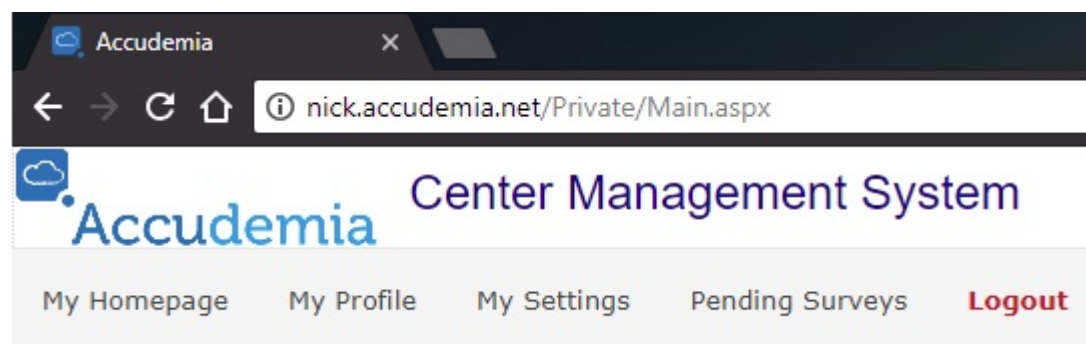


You'll notice that when you login at the top of the screen you'll have several personal options on the left-side of the top navigation bar.

## My Homepage

This is the Main screen all user's see when they log into Accudemia with a password. It is featuring all your **College News** from every one of your centers. Optionally it can display any **pending surveys**, **upcoming appointments**, your **Accudemia inbox**, and a box full of other gadgets you can add to customize your Accudemia user's experience.

You can click the **Add Gadgets** at the top of this screen to see some other gadgets such as **News Headlines**, **Google Shared Calendar**, **Messaging tools**, and more. Be sure to check it out!

**Warning!** Not all of these options are available aside from the Google Calendar integration after Accudemia Version 7.0 update. They were replaced by our new Homepage Widgets controlled by the admin.

## My Profile

Users can update their profile data. Edit it using the My profile section at the top. Simply click the **My Profile** link.

## My Settings

### Notifications

This page allows the user to set when Accudemia should send e-mails and SMS to them. All Items are selected by default.

### Send me an Email...

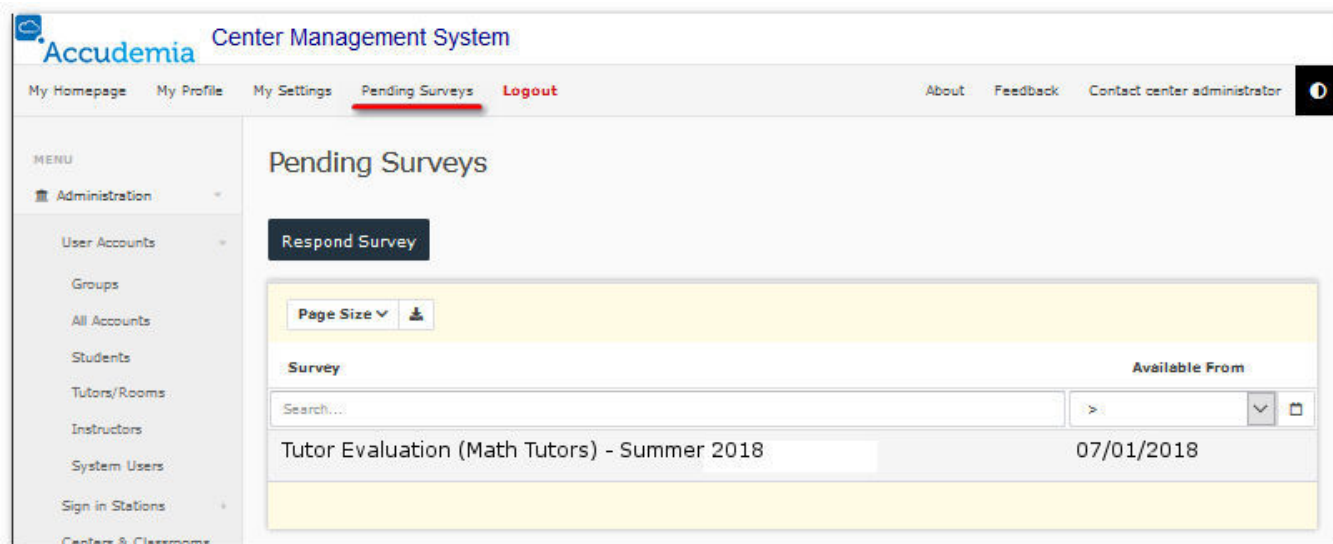Enables users to receive confirmations and reminders via emails.
**"When AccuCredits are less than check" box** It's available to administrator users only.

**Send me an SMS...**

Enables users to receive SMS notifications.

## Pending Surveys

Users can click **Pending Surveys** to see and respond to any pending surveys awaiting completion thru this screen.



# Reports

## Print My Tutoring Activity

**Purpose**: This will pull a report of your Tutoring Sessions.

*Way to Access: Home > My Tutoring Activity*

**Description**: This report provides detailed information about your **Tutoring Sessions**. The **Report** lists **your name** and then lists the **Subject Area**. For each **Subject Area**, the report lists the sign-in sessions (sign-in date and time, sign out date and time, and time spent) with each **Tutor**. The total time for each **Tutor** spent on each **Subject Area** is also shown in this report.

## Print My Supplemental Instruction Class Attendance

**Purpose**: This will pull a report of your SI Class Attendance.

*Way to Access: Home > SI Class Attendance*

**Available Filters**: **Classroom(s)** and **Classes**.

**Description**: This report displays each class information with the **Attendance Status** (**Present** or **Absent**, it will also note if marked **Tardy** or **Excused** as well) that the you earned each day.

## Print My Class Absences

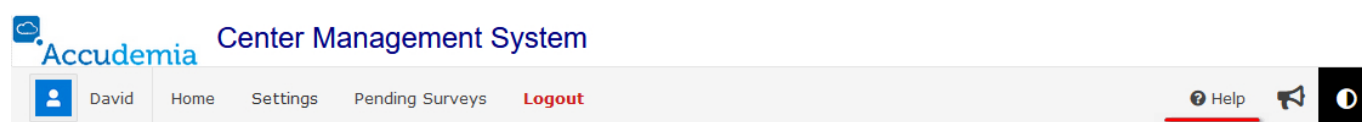**Purpose**: This will pull a report of your Class Absences.

*Way to Access*: *Home* > *Class Absences*

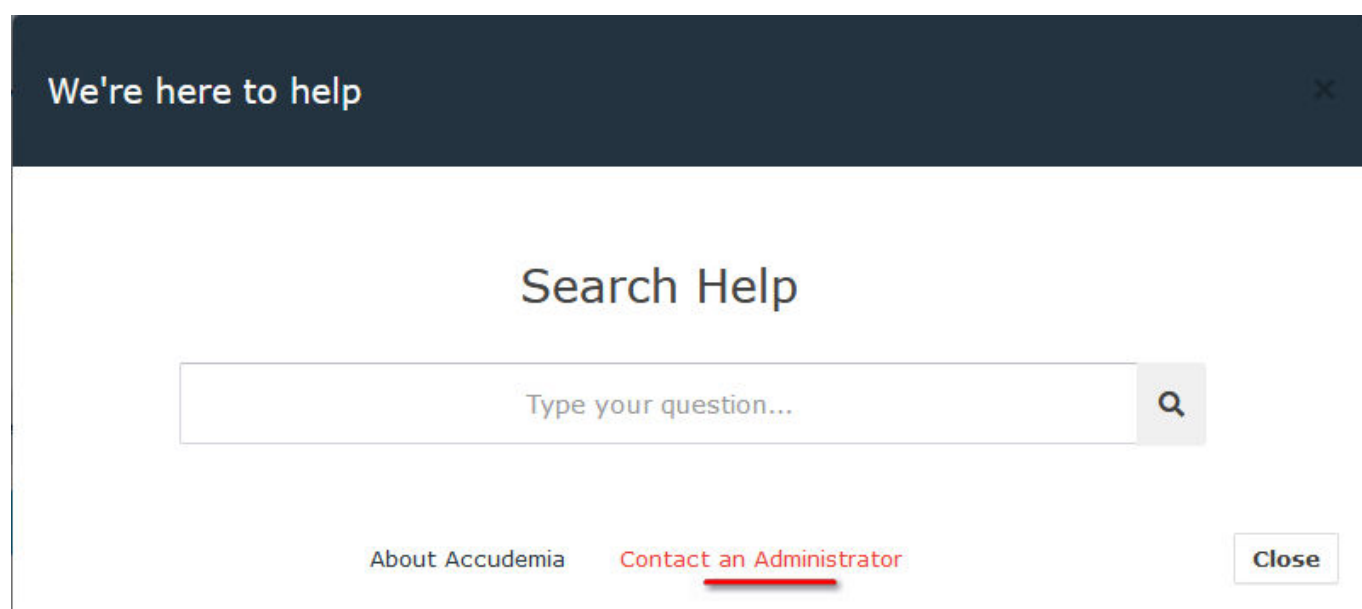**Available Filters**: **Classroom(s)** and **Classes**.

**Description**: This report displays a full list of absences for each class taken.

# Who do I contact for support?

## How to contact your College Administrator



It is simple to contact your **Accudemia College Administrator** simply by clicking the HELP link on the right-side of the top navigation bar.



Then click the link on the pop-up labeled "Contact an Administrator".

Accudemia **Center Management System**

David    Home    Settings    Pending Surveys    **Logout**

MENU

🔲 Center Attendance ▾

Session Logs

Appointments ▾

    New by tutor

    New by date

    View All

    Wizard

    Communities

📈 Reports

View Account Activity

## Contact center administrator

**Send**    Discard

Complete the form below and click Send in order to contact with your center administrators. All fields are required.

Your e-mail address:    david.jones@mycollege.edu

Your phone number:    407-555-5555

Message:    I need help with scheduling an appointment.

When you fill out this form and submit it **Accudemia** will automatically send it to the designated **College Administrator** on your **Accudemia** account via e-mail and their **Accudemia** inbox. When they respond it should appear in your **Accudemia** inbox on My Homepage (which is the first screen that loads when you login) and in your e-mail inbox.

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