

# Setting up the ID format

Choose your correct ID number mask to your College. By default, Accudemia sets the social security number format (999-99-9999).

To set your **User ID Mask** correctly, please follow these steps:

1. Go to **Administration**, select **Control Panel** and then click **User Accounts**.
2. Set the **User ID Mask** you need to match your student ID format under the **Account Information** section.

The ID mask supports:

- **9**: Any number
- **L**: Any letter, upper case or lower case
- **\$**: Any letter, upper case or lower case, or a space (optional letter)
- **C**: Hyphen (-), dot (.), comma (,) or forward slash (/)
- **A**: Any letter, upper case or lower case, or any of the characters included in 'C'
- **N**: Any number or any of the characters included in 'C'
- **\***: Any letter or number
- **#**: Any number (optional), can be left blank
- **?**: Anything

If the mask is left blank, absolutely anything should be accepted.

Additional information can be found here: [Website Settings](#)

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