

Setup your Centers & Services

How to Access: **Administration > Centers and Classrooms**

This area is limited to the number of Centers and Students that you are licensed under your purchase. The license purchased can be for a **Small Single Center** (limited to 1 Center with up to 10,000 Students) or **Institution-wide** (1 or more centers limited to 20,000 students per Center) Accudemia account. For a complete license list and updated information about the terms & conditions please visit:

- [Accudemia Licensing](#)

In this step you have to create places or locations where your appointments, walk-ins, and other student services are setup to be reported on in Accudemia.

1. On the left-side navigation go to the **Administration** section, then select **Centers & Classrooms**, and to create a new **Center**, **Classroom**, or **Location Group** click the **Create New** button.
 - **Center** - This is a place you can configure to track Walk-ins, Appointments, and more!
 - **Classroom** - This is only used to track SI (Supplemental Instruction) Classes taking place at your **Centers** at preset scheduled times.
 - **Location Group** - This option is used to group **Centers & Classrooms** by campuses. This can be helpful when assigning **System Admins/Staff** to manage the areas by allowing someone manage a group of **Centers** instead of just one area.
2. If you select the **Center** option at **Type** drop list.
 1. First, select the **Location** (if not using location groups this will be set to the **College-level** by default).
 2. Name the **Center**. Also, you can add an description if it's needed.
 3. At this point you'll see there are 3 tabs (**General**, **Subjects**, and **Services**) to select from and you'll probably want to click on the **Services** tab to get started with initial **Services** you want **Students** to choose.
 4. From this screen click the **Add** button to create a new **Service** at your Center.
 5. Next in the process is to just give the **Service** a name and click the **Accept** button.
 6. Finally be sure to click the **Save Changes** button at the top of this screen to complete this process.
3. If you select the **Classroom** option at **Type** drop list.
 1. First, select the **Location** (if not using location groups this will be set to the **College-level** by default).
 2. Name the **Classroom**. Also, you can add an description if it's needed.
 3. Finally be sure to click the **Save Changes** button at the top of this screen to complete this process.
4. If you select the **Location Group** option at **Type** drop list.
 1. First, select the **Location** (if not using location groups this will be set to the **College-level** by default).
 2. Name the **Location Group**. Also, you can add an description if it's needed.
 3. Finally be sure to click the **Save Changes** button at the top of this screen to complete this process.

Location Groups must be created first to group the Centers (if needed) because you must select the **Location** prior to creating the **Center** or **Classroom**.

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