Accudemia

Just a few steps to get started and use the software!

1. **Setup Semesters (Administration > Terms/Off-times) Remember not to overlap any dates. Make sure every day of the year is covered by being a part of a semester.**

2. **Setup Centers & Services (Administration > Centers & Classrooms) This is where you will setup your Centers that will be tracked and the Services they offer students.**

3. **Change the ID Mask(Control Panel > User Accounts) Set all the User Accounts Access ID format. Note: You'll be asked to update your ID to match the format chose.**

4. **Enter Students (User Accounts > Students) manually or you can upload.**

5. **Enter Subject Areas (Administration > Subject Areas) manually or you can upload.**

6. **Enter Staff Members (User Accounts >Staff ←terminology may be different) manually or you can upload (Modify what Subjects Areas this person can accept appointments for by using the Edit Tutors' Assignments button.)**

7. **Enter Staff Schedules (Center Attendance > Tutor's Schedule) which is the times they will be available to take appointments.**

Let's go to the sign-in screen! Sign-in, sign-out, & set appointments!