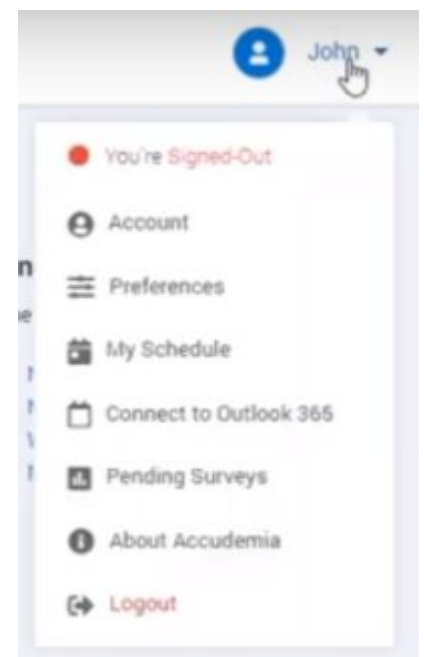




[Previous Article - How to Login](#) | [Back to Tutor Manual](#) | [Next Article - How to Sign-in for Work Hours](#)

Tutor/My Account Configuration

Tutors can use the options on the top right corner next to their names to configure their account, these are the menu items:



- **You are Signed-in / Out:** Use this option to sign in or out of a Center, in order to track tutor hours correctly it is highly recommended that tutors use this option or sign in/out using the Kiosks as students do.

The option automatically will change from Sign-in to Sign-out when a tutor signs-in, and the other way around

- **Account:** This option provides information about the Tutor such as Name, Email, and Enrollment, some of these fields might show as view-only, if you need to change something contact your Accudemia admin.
- **Preferences:** Use this option to configure some settings such as "Notifications" and "Site navigation".
- **My Schedule:** To edit your Tutoring availability.
- **Connect to Outlook 365:** Use this option to access the integration with Office 365.
- **Pending Surveys:** This provides access to complete System Surveys.
- **About Accudemia:** This provides information about Accudemia.
- **Logout:** Use this option to log out of Accudemia.

Notice that when you logout you might be redirected to your school homepage or any other page

configured by your admin

You are Signed-in/ Out

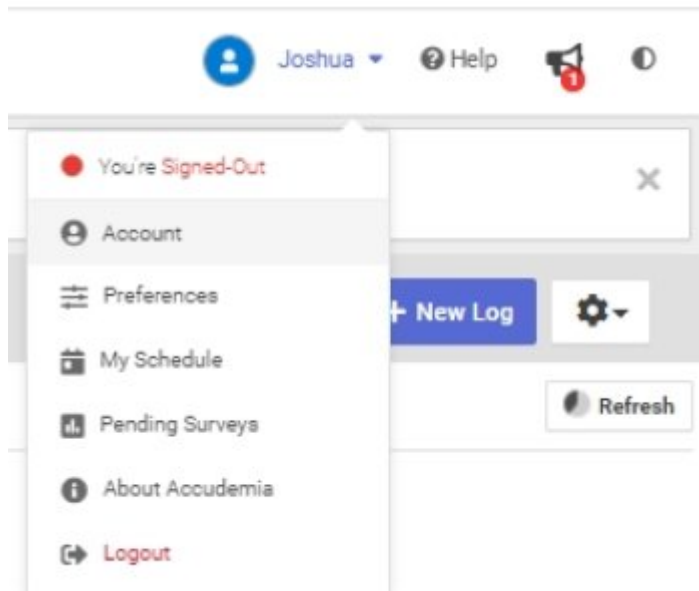
Tutors use this option to Sign-in or Sign-out of a Center as needed:

If the tutor hasn't signed in yet the message would show Sign-in, otherwise, the message would say Sign-out.

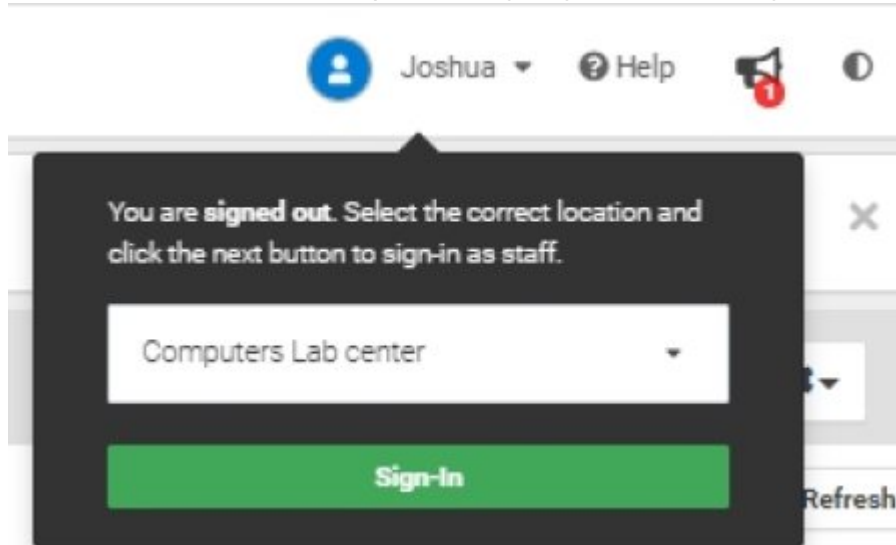
Signing-in to a Center

Note that you can only Sign-in to one Center at a time, if you already signed in then the option would say Sign-out

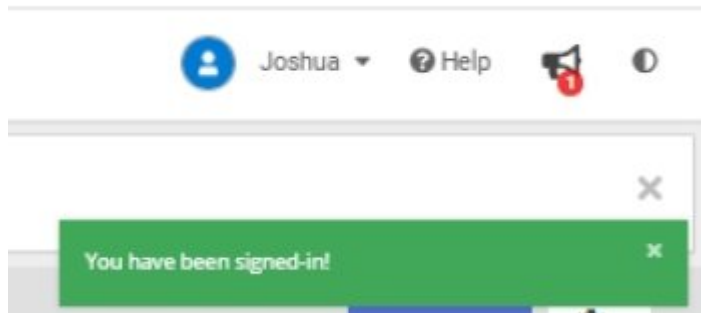
1. Click "You are Signed-out" menu Option:



2. Now select the Center that you are signing in and click Sign-in:

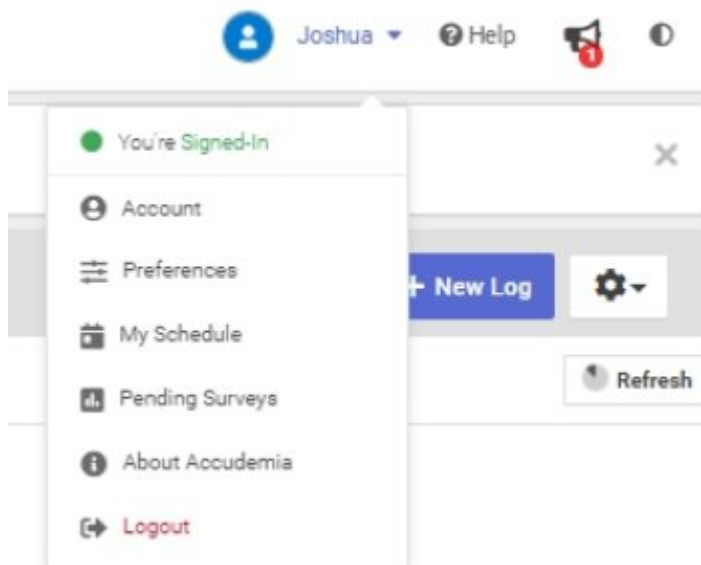


3. A confirmation message should appear:

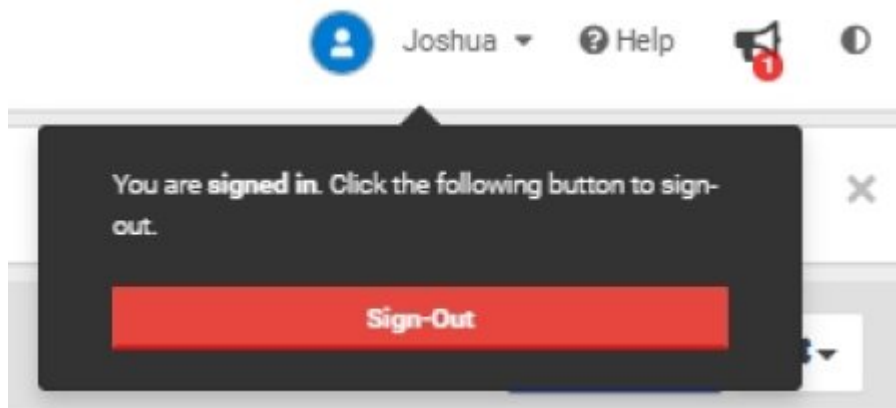


Signing-out of a Center

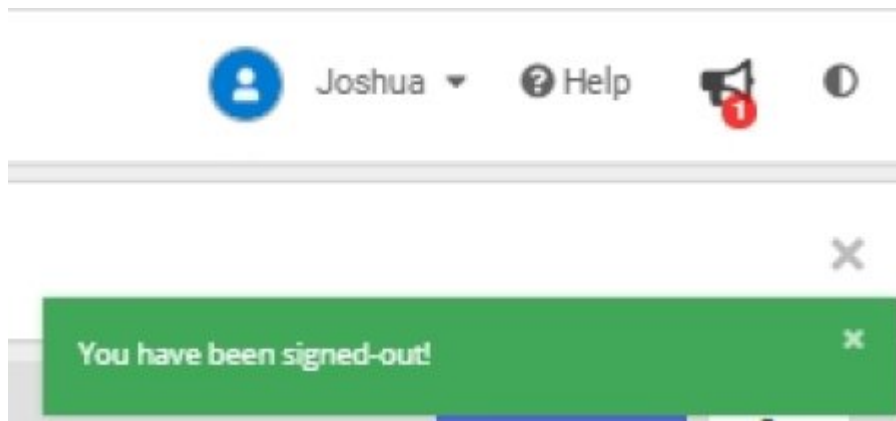
1. Click the option "You are Signed-in" menu Option:



2. A message should appear confirming that you are indeed Signed-in to a Center, now you can click Sign-out:



3. A confirmation message should appear:



Account

Access this feature by **clicking on your Name** in the top right corner and then clicking on the **Account** option.

General Tab

My Account

Discard

Save Changes

General

Security

Profile

Enrollment

First name

Martin

Middle name

S

Last name

Bodenstein


Birthdate

Gender

-

Connect Link

<https://us.bbcollab.com/guest/9f17e306763c4ed7>



Remove

Upload

Emails

yoyirdguez@gmail.com

Phone Numbers

Other

5025555556

Home

eg, (555) 555-5555


Addresses

eg, 1234 Park Ave.

eg, Chicagc

Select

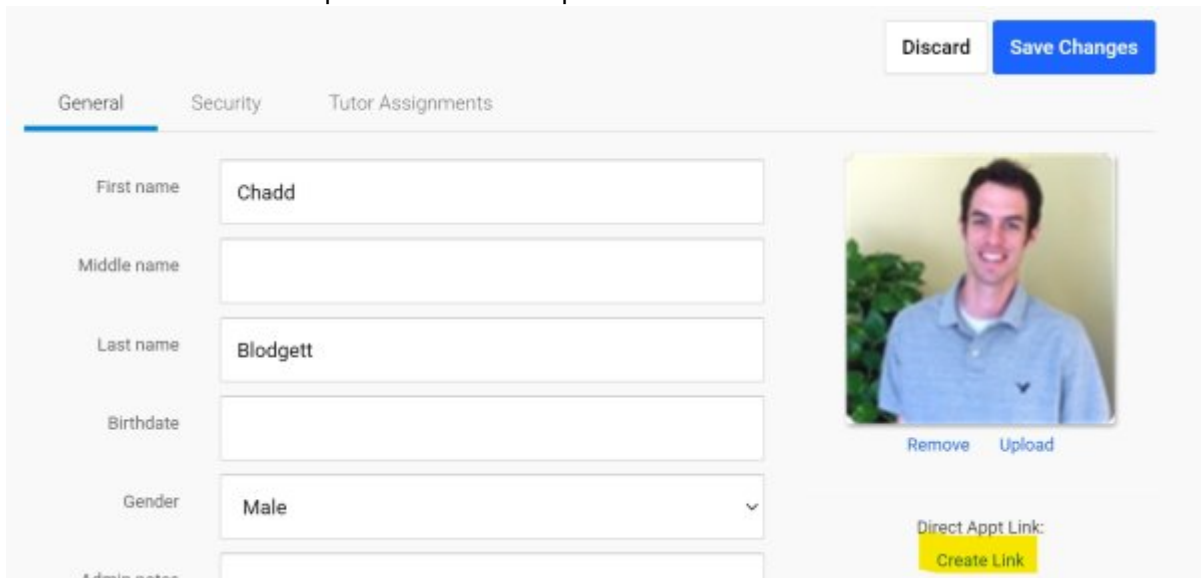
eg, 60630

- **First Name:** This is the User's First name.
- **Middle Name:** This is the User's Middle name.
- **Last Name:** This is the User's Last name.
- **Birthdate:** This is the User's Date of Birth.
- **Gender:** This is the User's Gender.
- **Admin Notes:** This field stores notes/comments about the User.
-  **ConnectLink:** This field stores the meeting link to be used for online or virtual Appointments/Sessions.
- **Emails:** This is the User's email. By default, it is optional unless the administrator makes it mandatory.
- **Phone Numbers:** This is an optional field to store the phone number of the user.
- **Addresses:** This is the Home Address of the user.
- **User Photo:** This is an optional field to store the User's email.

Create a Direct Link for Students to Schedule Appointments with you

When viewing your account information click the **Direct Appt Link - Create Link** link (located under your profile photo) to get a link that students can use to book appointments with you directly. This link can then be emailed to or shared with students who want to book an appointment in Accudemia with you as the Tutor. Follow the steps to complete this setup:

1. Click the **Create Link** option to start this process.



The screenshot shows the 'Tutor/My Account Configuration' page. At the top right are 'Discard' and 'Save Changes' buttons. Below them are tabs for 'General', 'Security', and 'Tutor Assignments'. The 'General' tab is active, showing input fields for 'First name' (Chadd), 'Middle name', 'Last name' (Blodgett), 'Birthdate', 'Gender' (Male), and 'Admin notes'. To the right is a profile photo of a man with 'Remove' and 'Upload' buttons. Below the photo is a 'Direct Appt Link' section with a yellow 'Create Link' button.

2. Enter text in the textbox to **(1) Create Link**.

Direct Appointment Link

1 Create Link

Enter the URL you want the users to use to make an appointment.

chaddb

Save Link

Preview Link Target

2 Copy & Share

Preview: Save the link first!

https://nick.accudemia.net/s/appt/chaddb

Optionally click on the Preview Link Target to test this out.

nick.accudemia.net/private/appointments/new?staff=0258932-7618-4747-ae14-a163214ee041

Accudemia

Home Quick Center Attendance Class Attendance Administration Reports

New Appointment

Student

Center

Service

Course

Instructor

Pick a Slot

Confirm

Select Student

Continue

Search students...

Type to search student...

The link will now be updated here to **(2) Copy and Share**.

3. Now click the **Save Link** button

Direct Appointment Link

1 Create Link

Enter the URL you want the users to use to make an appointment.

chadddb

Save Link

Preview Link Target

2 Copy & Share

Preview: Save the link first!

https://nick.accudemia.net/s/appt/chadddb

4. A confirmation will show and you can click the close in the top-right to exit.

Direct Appointment Link

1 Create Link

Enter the URL you want the users to use to make an appointment.

chadddb

Link Saved

Preview Link Target

2 Copy & Share

Link ready to be shared:

https://nick.accudemia.net/s/appt/chadddb

Copy

5. The link will always be here to **Copy and Share** later.

Chadd Blodgett

Discard

Save Changes

General

Security

Tutor Assignments

First name

Chadd

Middle name

Last name

Blodgett


Birthdate

Gender

Male

Admin notes

Connect Link



Remove

Upload

Direct Appt Link:

/s/appt/chaddb

Copy

Note: This direct appointment link will only pre-select you as the Tutor so you'll need to let them know in the email you share which **Center** and **Services** you are available for in Accudemia.

Security Tab

My Account

Discard

Save Changes

General

Security

Profile

Enrollment

User ID

555-55-3001

Secondary ID

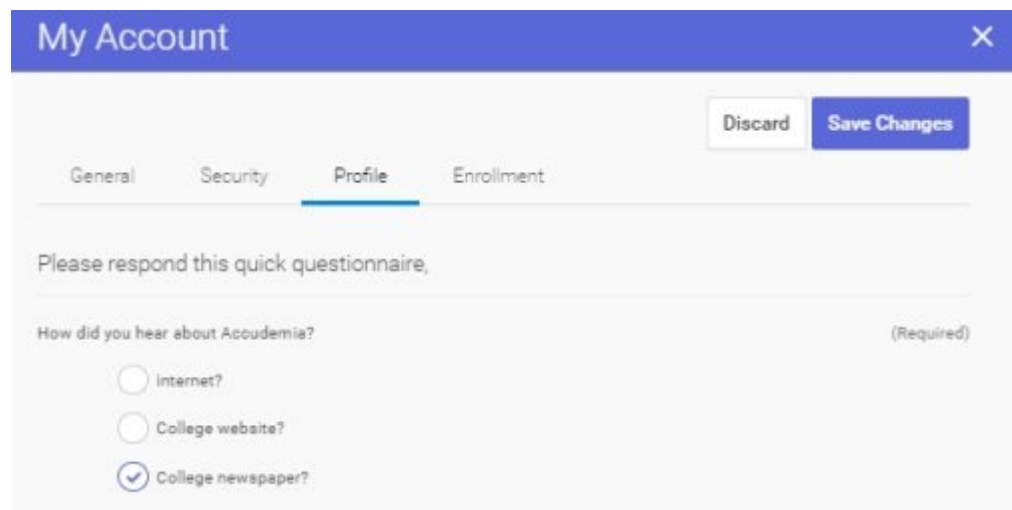
Password

Password not changed

- **User ID:** This is the User's ID.
- **Secondary ID:** This is an optional second ID that can be assigned to the user.(Typically this can be used for user authentication too)
- **Password:** This is the password field.

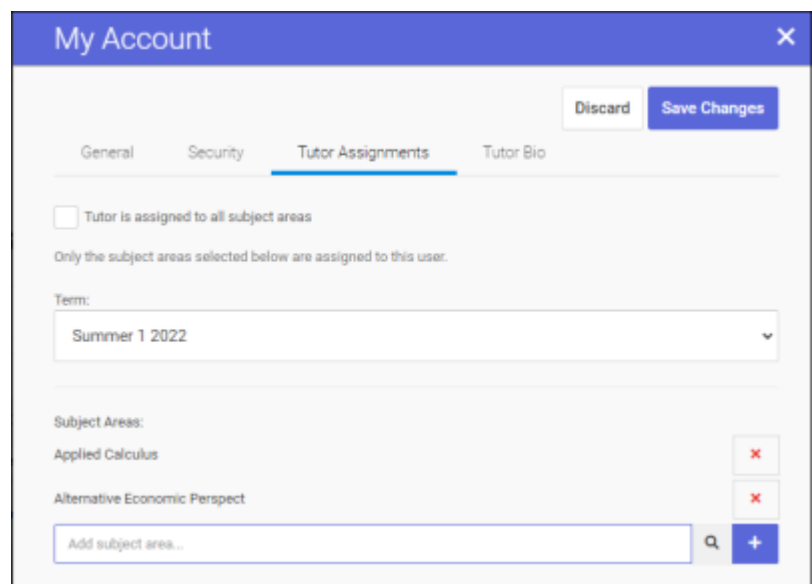
Profile Tab(this is only for tutors who also have the student role)

This shows Profile questions (if any) configured by the System Administrators. You can update the responses or simply view them.



The screenshot shows the 'My Account' interface with a blue header bar containing the title and a close button. Below the header, there are tabs for 'General', 'Security', 'Profile', and 'Enrollment', with 'Profile' currently selected. On the right side of the profile section, there are 'Discard' and 'Save Changes' buttons. The main content area prompts the user to 'Please respond this quick questionnaire,' followed by the question 'How did you hear about Accudemia?' marked as '(Required)'. Three radio button options are listed: 'Internet?', 'College website?', and 'College newspaper?'. The 'College newspaper?' option is selected, indicated by a blue checkmark.

Tutor Assignment



The screenshot shows the 'My Account' interface with the 'Tutor Assignments' tab selected. It includes 'Discard' and 'Save Changes' buttons. A checkbox labeled 'Tutor is assigned to all subject areas' is present. Below it, a note states 'Only the subject areas selected below are assigned to this user.' A 'Term:' dropdown menu is set to 'Summer 1 2022'. Under 'Subject Areas', two items are listed: 'Applied Calculus' and 'Alternative Economic Perspect', each with a red 'X' button to its right. At the bottom, there is an input field labeled 'Add subject area...' with a search icon and a blue '+' button.

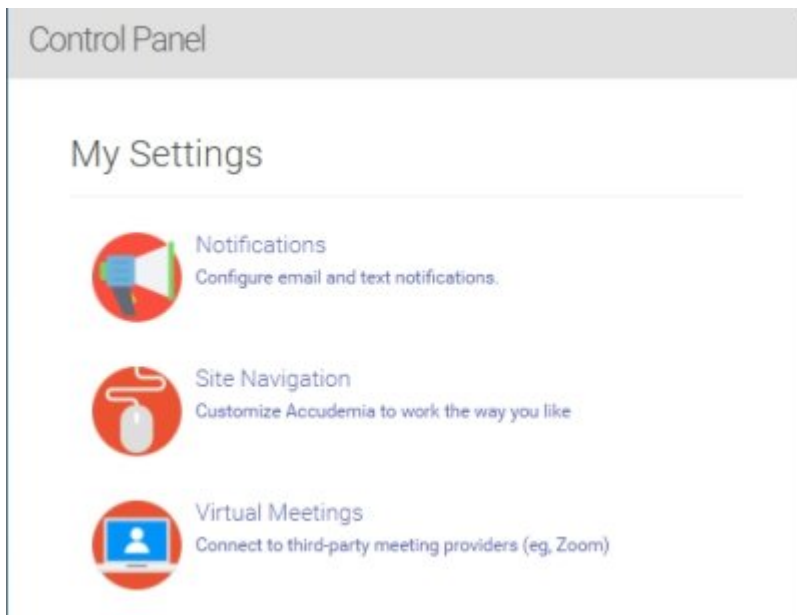
- **Term:** Please select the Term from the List (Accudemia typically defaults to the current term).
- **Subject Areas:** View the **Courses** the tutor is assigned for, If the tutor is assigned to “ALL” courses then a checkbox “Assigned to All Courses” will be shown.

Typically on the tutor assignment page a tutor can only see information, and not update it, even when it might appear like they can

This information might be automatically updated by the administrator regularly, so please contact your administrator if you think something is missing/wrong!!

Preferences

Navigate here by clicking on your name in the top right corner of the screen and selecting **Preferences**. You will have the following sections available to choose from:



Notifications

- Use this option to opt-in/out of email and/or text message notifications when various actions happen such as:
 1. When someone sends you a message.
 2. When someone cancels an appointment.
 3. When someone restores an appointment.
 4. When someone confirms an appointment.
 5. When someone reschedules an appointment.
 6. When a technical contact is removed.
 7. As an appointment reminder.

By default all notifications are enabled and we highly recommend keeping it this way

Site Navigation

- Use this option to opt in/out from Accudemia remembering selections you have made in the past.
 1. Remember the last center selected.
 2. Remember the last services selected on the appointments screen.
 3. Remember comments when making an appointment.
 4. Remember filters in the session log screen.
 5. Remember duration in manual sign-in/out screens.
 6. Remember comments in manual sign-in/out screens.
 7. Remember subject area selection in manual sign-in/out screens.
 8. Remember service selection in manual sign-in/out screens.
 9. Auto-select me as tutor(applies only to tutor).
 10. Auto-select me as an instructor(applies only to instructors).
 11. Remember report filter: Period.
 12. Remember report filter: Location.
 13. Remember report filter: Locations and Services.

14. Remember report filter: Subject Areas.
15. Remember report filter: Students.
16. Remember report filter: Tutors.
17. Remember report filter: Groups.
18. Remember report filter: Show user ID.
19. Remember report filter: Show Canceled Appointments.
20. Remember report filter: Show Voided Appointments.
21. Remember report filter: Show Rescheduled Appointments Only.
22. Remember report filter: Show Pie Charts.

Virtual Meetings

Use this option to connect to a third-party meeting provider (Zoom, etc.) to track attendance accurately.

Connect to Meeting Service

Connect to a third-party meeting provider to track attendance accurately.

By connecting to a meeting provider:

- Use the Waiting Line to send students to the correct meeting
- Students session time will be accurately tracked
- Students joining remote appointments will automatically be sent your active meeting

Preferences:

☒ Send students to my meeting automatically (when waiting line not used)

Click below to associate your Zoom account:

[Learn more about virtual meetings](#)

[Read Full Documentation >](#)

The ability to connect to a third-party meeting provider is linked to some previous configuration your Accudemia admin must execute, please inform your admin if you are unable to connect

By connecting directly to a meeting provider you can:

- Use the Waiting Line to send students to the correct meeting or bypass it completely.
- Collect the Student's exact session time since it will be directly pulled from the meeting provider when they entered and left the meeting.
- Easily have Students join remote appointments by automatically sending them to your daily active meeting.

Connect to Zoom Integration

1. **Send Students to my meeting automatically (when the “Waiting Line” feature is not in use at the center):** Use this option to send the students to your active daily session when

no waiting line is in use.

2. **Select Meeting...**: Click on this option to connect to a streaming service eg: Zoom. A new screen could show so you can log in to the streaming platform, as well as another screen asking for authorization to connect Accudemia with the Streaming platform, please click Authorize.



Engineerica Tracker is requesting access to your Zoom account

View current user's meetings ⓘ
From app developer: We will list the available meetings and allow you to redirect the students meeting with you to the appropriate meeting.

View and manage current user's meetings ⓘ
From app developer: We need to enable registration in meetings and we will also create a meeting when an appointment is scheduled with you.

View current user's information ⓘ
From app developer: We will link your Zoom account with your account in Accudemia/AccuCampus for easy access to your rooms and attendance data.

You may be sharing sensitive info with this site or app. By clicking Authorize, you authorize this app to use your information in accordance with their [Privacy Policy](#). At any time you can revoke access for Engineerica Tracker or any other app by visiting your [Installed Apps](#) page.

Authorize

Decline

3. After the integration has succeeded you will see the word "Session" followed by today's date. Now if you click on the drop-down box you will see the options to create a new session or disconnect your account as shown below:

Session Wed, Sep 9 82138251375

Join as Host | Edit Meeting | View All

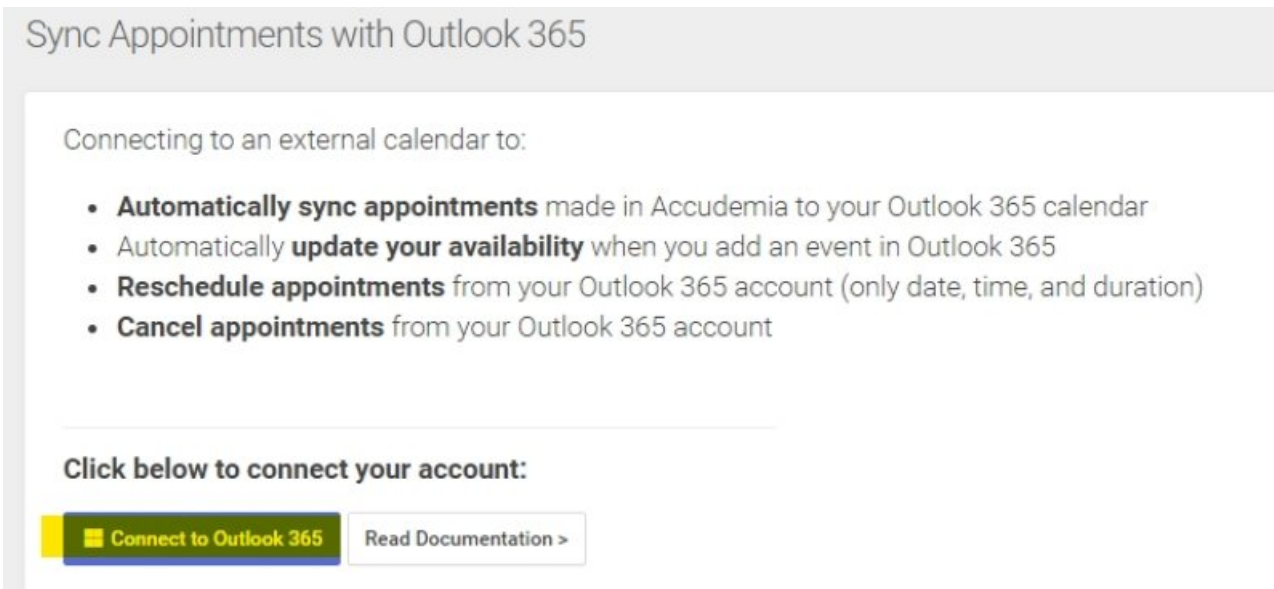
Read Full Documentation >

Connect to Outlook 365

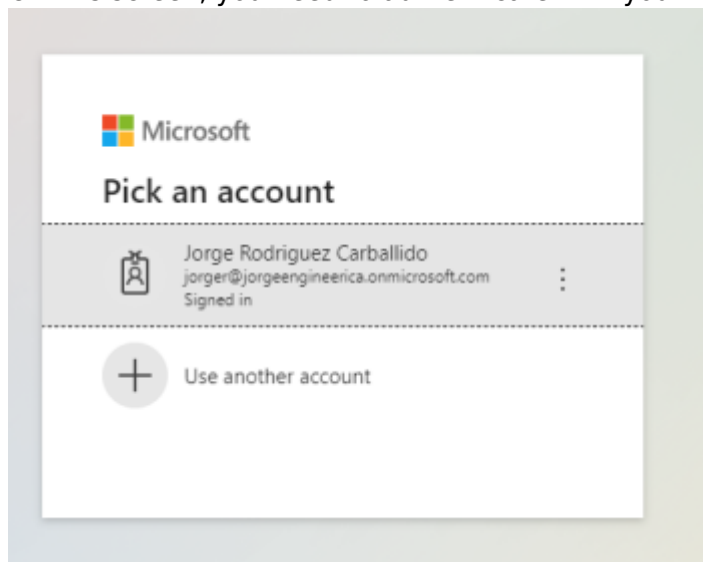
This option might not be enabled for your Accudemia system

In this option, if enabled, you can connect your Outlook 365 calendar with your Accudemia account, this is used so all the appointments set in Accudemia will be shown in your calendars as well as all the sessions set in your calendar will be considered by Accudemia when someone wants to book an appointment with you. If there is a session marked as "busy" in your calendar then Accudemia will not allow any user to book an appointment with you for that session time.

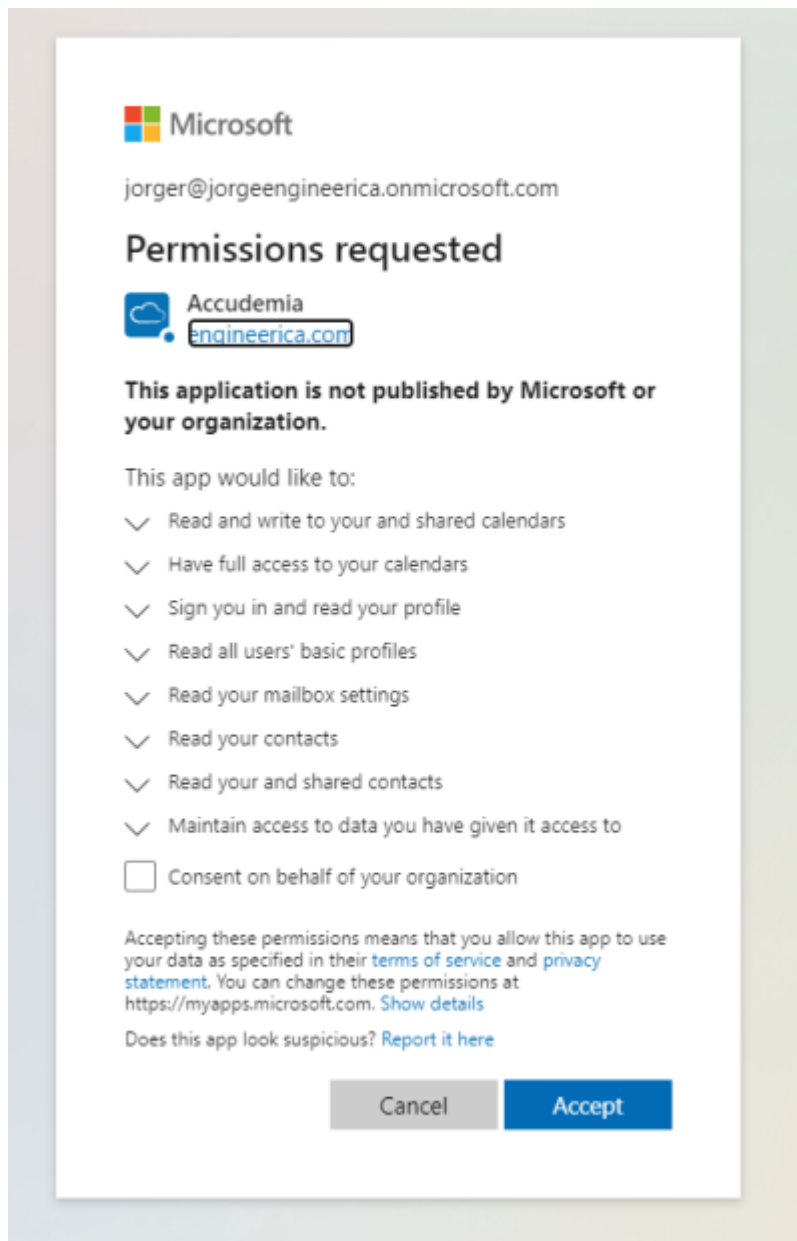
1. Click on "Connect to Outlook 365":



2. On this screen, you need to authenticate with your Microsoft credentials:



3. The next screen is authorizing the integration between Accudemia and the account for Microsoft. Click **Accept**:



4. Now Accudemias should let you know that you are connected and you need to pick what calendar you are going to use from the list. Typically the default selection “calendar” should be the proper selection:

Sync Appointments with Outlook 365

Connecting to an external calendar to:

- **Automatically sync appointments** made in Accudemia to your Outlook 365 calendar
- Automatically **update your availability** when you add an event in Outlook 365
- **Reschedule appointments** from your Outlook 365 account (only date, time, and duration)
- **Cancel appointments** from your Outlook 365 account

You are connected.

[Read Documentation >](#) [View Synced Events](#) [Disconnect](#)

Send new appointments to calendar:

Block my availability from these external calendars:

☐ Birthdays

☒ Calendar

☐ United States holidays

5. On this screen you have several options, if you click “View Synced Events” you have access to all events that were synchronized for the next 7 days:

Sync Appointments with Outlook 365

Connecting to an external calendar to:

- **Automatically sync appointments** made in Accudemia to your Outlook 365 calendar
- Automatically **update your availability** when you add an event in Outlook 365
- **Reschedule appointments** from your Outlook 365 account (only date, time, and duration)
- **Cancel appointments** from your Outlook 365 account

You are connected.

[Read Documentation >](#) [View Synced Events](#) [Disconnect](#)

Send new appointments to calendar:

Block my availability from these external calendars:


☐ Birthdays

☒ Calendar

☐ United States holidays

Synced Events

Events from external calendars for the next 7 days:

 Tue, 4:30pm - 5:00pm **This is an event**

[Close](#)

Additional Resources from our KB

<https://desk.zoho.com/portal/engineerica/en/kb/articles/accudemia-7-0-how-to-test-the-integration-with-office-365>

<https://desk.zoho.com/portal/engineerica/en/kb/articles/accudemia-7-0-how-to-perform-the-office-365-integration>

<http://www.attendance-tracking.com/docs/doku.php/accudemia/7/administrator/manual/administration/advanced/calendar-integration>

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<http://www.attendance-tracking.com/docs/> - **Engineerica Documentation**

Permanent link:
<http://www.attendance-tracking.com/docs/doku.php/accudemia/7/tutor/manual/myaccount>

Last update: **2023/08/16 13:34**

