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How to Sign-in for Work Hours

In this section of the guide, you'll see how to sign in to collect your work hours for the week.

This is only for tutors

From a Sign-in Station

To Sign-in for work, you must do this at a designated **Sign-in Station** that your **System Administrator** has set up. Unlike a **Student** sign-in you'll be asked to provide your password.

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.

1. Tutors start by inputting their ID:

2. Then they put a password:

- **NOTE:** *If Accudemia was configured to allow tutors to log in only with their ID then this step is skipped.*

3. Optionally you might be required to select a **Task** from the list(this depends on the configuration set by your admins):

4. Optionally you might be required to complete one or more Surveys (this depends on the configuration set by your admins):

5. As a final step a success message should be shown such as this one:

From within your Accudemia Login

When you log in, on the top-right portion of the screen, you will see your name with a picture that you can click on with personal options listed.

1. Start by clicking on it the first item will indicate whether you are signed in or signed out as a Tutor at the moment.

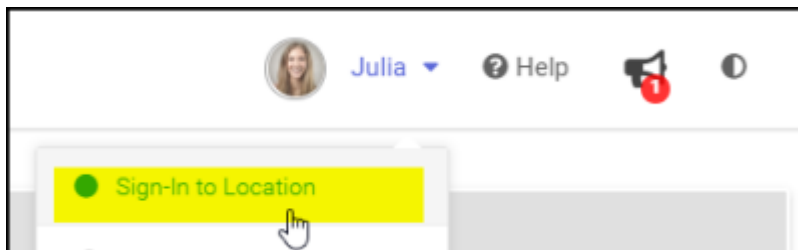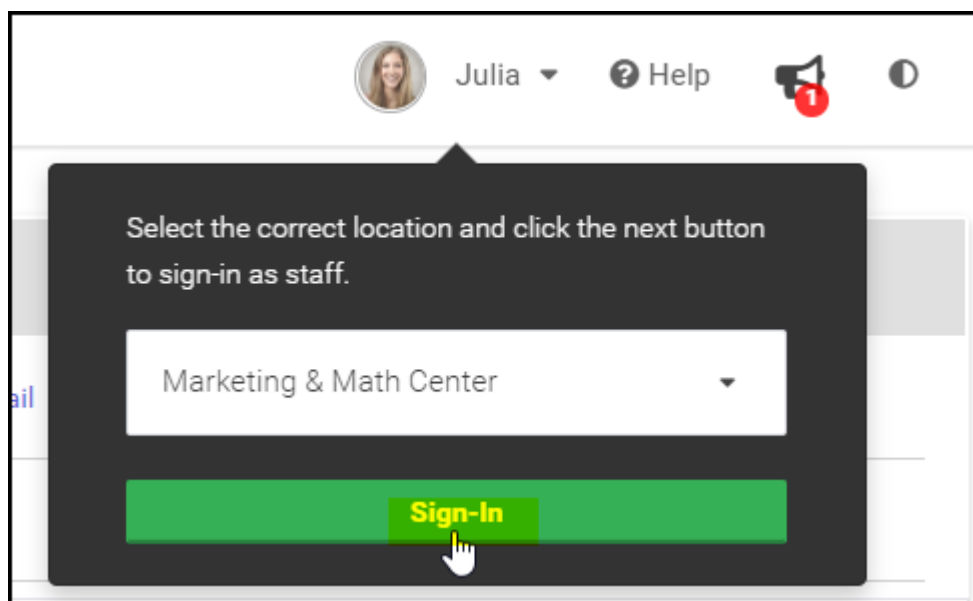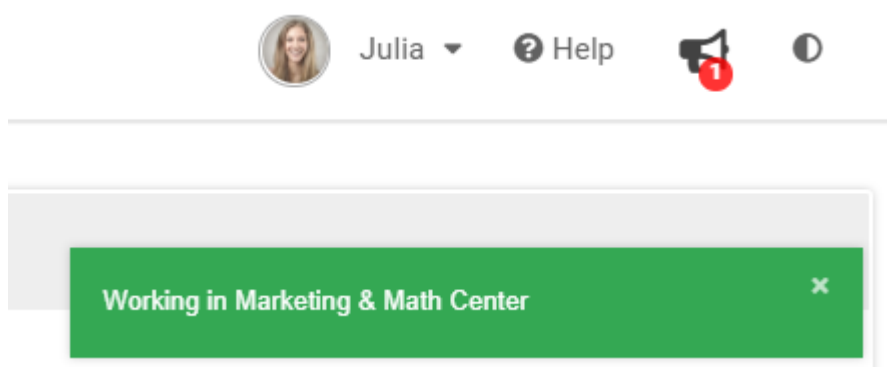2. Clicking the option will show a small pop-up to let them sign in/sign out for a Center selected in the drop-down.

3. Optionally you might be required to complete one or more Surveys (this depends on the configuration set by your admins):
4. A confirmation will appear. This can all be done without having to leave the screen you are currently on.

Don't have this option? Please refer your Center Administrator to this section of the manual to allow their tutors to sign-in remotely. They must check the option to **Tutors can sign themselves in and out from any screen** for remote tutor sign-ins to be allowed.

Connecting to Virtual Meetings

In these next sections, you'll learn about the various ways you can connect to sessions with students online.

How to connect to my meetings using Appointment Notes

Use this option if you have a different meeting link for each session.

This process requires the most work on the Tutor and offers the least amount of automation.

1. Start by receiving an email confirmation that the student has scheduled an appointment (or several appointments).
2. Next, log into your Accudemia account at your school's website (HTTPS://<mycollege>.accudemia.net replacing the <mycollege> portion with your domain.)
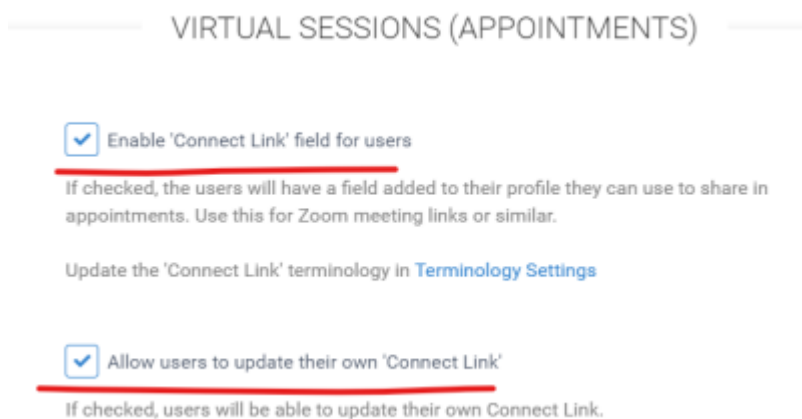
with your credentials.

3. Then navigate to the **Center Attendance > Appointments > View All** section from the main menu in Accudemia or click the "View All" link on the "Upcoming Appointments" section on the "home" screen of Accudemia.
4. In the list of upcoming appointments you can select each one individually and click the **Notes** button at the top of the screen.
5. In the pop-up that appears, enter the meeting connection link from your meeting platform such as Microsoft Teams, etc. that requires a unique link per session.
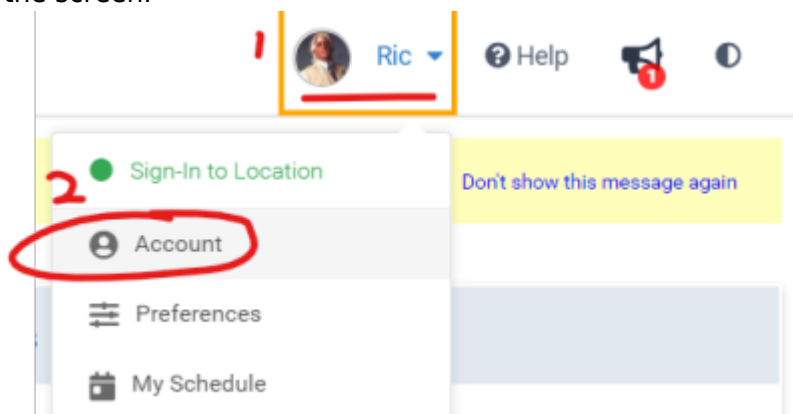6. Click the **Save** button and repeat for each scheduled appointment.

How to connect to my meetings using a ConnectLink

Use this option if you have a permanent link (like a Zoom PMI, BlackBoard Collaborate link, GoBoard link, etc.) that you want to have your students connect with you for virtual meetings (whether appointments or virtual walk-ins).

A college-level admin must authorize this option for you to update your account. They can access this from the **Administration > Control Panel > Virtual Sessions** section of Acccudemia and selecting both these options:

1. Start by logging into your Accudemia account at your school's website (HTTPS://<mycollege>.accudemia.net replacing the <mycollege> portion with your domain.) with your credentials.
2. Next, click your name/photo icon and then select the **Account** option in the top-right portion of the screen.

3. Now on the General Info tab of your Account (default screen shown) set your meeting **ConnectLink** like shown below:

4. Be sure to click the **Save Changes** button at the top of this screen when done.

Now students will connect to your online meetings via the link provided. Simply be logged into that platform at the time of the appointment or if signed-in from the waiting line or virtual sign-in link then you can use the **Join Session** button available during that process.

How to connect to my meetings using Zoom integration

Follow these steps to connect to your online meetings using the new Zoom Integration feature:

1. Locate your name on the top right side of Accudemia, click on your name and then choose "Preferences".

2. Next, click on the **Virtual Meeting** section or icon.

Virtual Meetings
Connect to third-party meeting providers (eg, Zoom)

Note: *You may not have access as this option must be approved by Admins.*

3. At the bottom of this **Connect to Meeting Service** screen, link your Zoom with Accudemia by clicking the "Select meeting" drop-down menu, and choose "Connect to Zoom Account"

4. Authorize the connection with Zoom on the pop-up screen. You need to click the "authorize" button as this allows Accudemia to create daily sessions on your Zoom account that will be used for meetings.

   Note: *Zoom will directly ask for your login credentials to give Accudemia the proper permissions.*

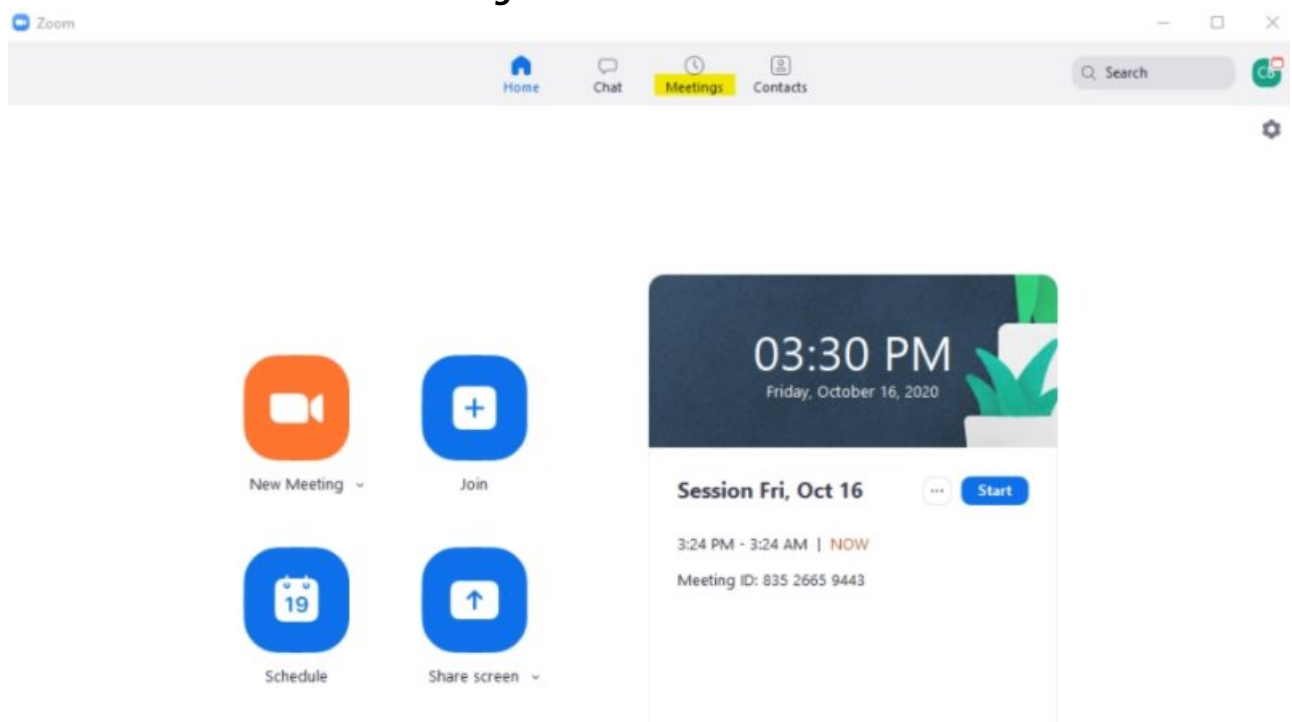5. If the login/authorization process is successful then you should now see a "Daily Session"

consisting of today's date followed by the meeting ID. For example, it should be something like "Sessions Fri, October 16 83526659443".
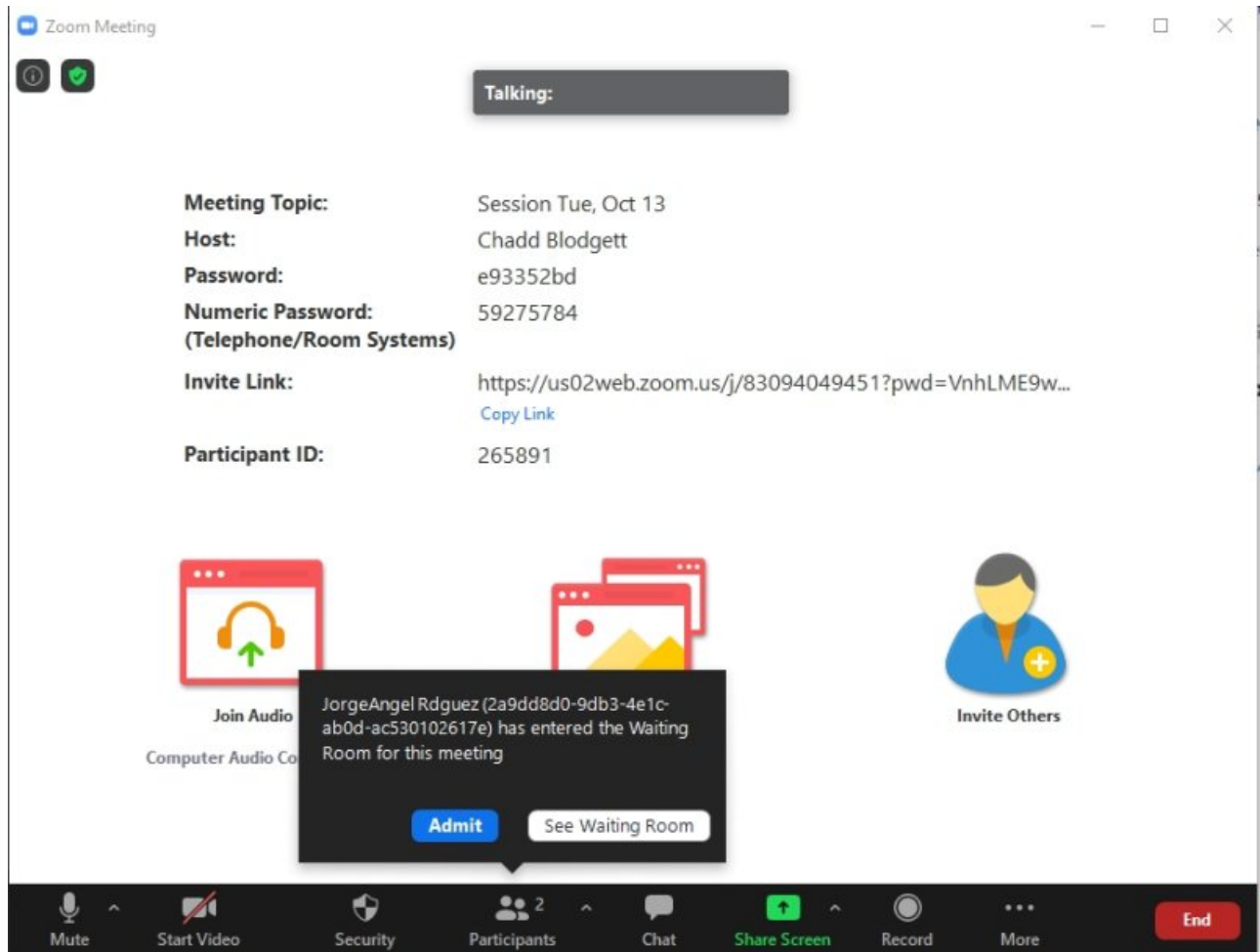

6. Now open the Zoom App (you might have to put your credentials for Zoom), in the center as you can see there should be a session created and it will have the same session information as we just saw in Accudemia, in the previous step. In this example, we see "Sessions Fri, October 16 83526659443" below. This means that the session in Zoom and Accudemia match, so just click the blue "Start" button and the participants to the sessions will be sent to this session.

Note: *You can also click the **Meetings** tab to see and start these sessions.*

7. Now you should start receiving the students in your Zoom session.

Note: *Remember that if you have a Zoom waiting line enabled you will be asked to "Admit" the student to the session.*

Troubleshooting Zoom Integration

Typically we get asked these 2 questions in supporting Zoom from our Tutors:

1. What happens If the session identification information does not match in Accudemia and Zoom?
2. What if students do not get directed to our Zoom session?

Solution:

1. Go back to the "Connect to Meeting Service" screen under your name and preferences. Try to use the "Disconnect Zoom Account " option.
2. Logout of Zoom and make sure that you are logged in to the correct Zoom account.
3. Reconnect Zoom using the Steps in the previous section.

Additional Options:

- Make sure that the link the students are using is valid and that they should be sent to your "daily session" and not be sent to another tutor's session.
- Make sure that you have followed the steps and that you are not using the simple Zoom PMI in the **ConnectLink** (if in use) field on your account. Try connecting using that link to see if any students are waiting there instead.
- Make sure that the participants and the tutor are using different devices to connect to the

online sessions and that their devices are connected to the internet correctly.

If you're still having issues connecting with your online meetings then we advise you to contact your Accudemia administrator.

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