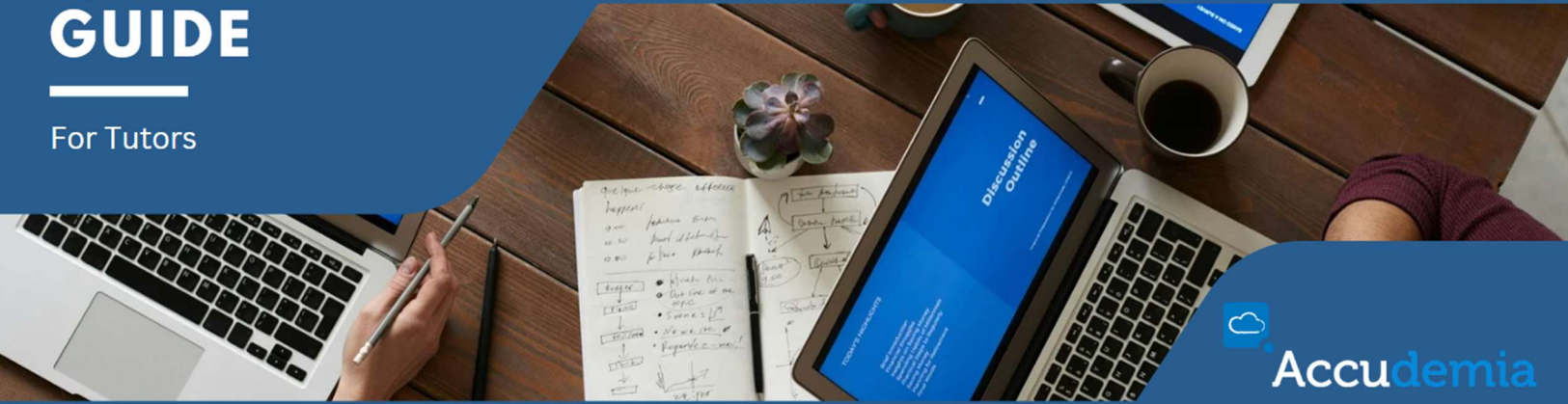


QUICK START GUIDE

For Tutors



Accudemia Layout

MAIN MENU

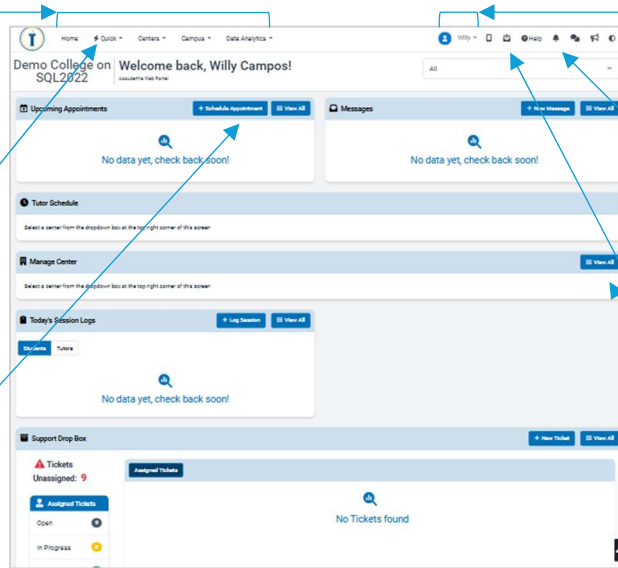
Use these links to perform functions such as managing the center wait line, running reports, setting up a sign-in kiosk and more!

QUICK OPTIONS

Use these quick views to Sign-in a Student or setup an Appointment without leaving the screen you are using!

APPOINTMENT VIEW

View upcoming appointments and create new ones from the homepage using the Schedule Appointment button.



PERSONAL MENU

Click your name to set your schedule, sign in or out for the day at the Center, update your contact information, manage virtual meeting details, and view notifications.

NOTIFY & OPTIONS

The personal menu includes Help Articles, admin contacts, dark mode, and feedback options. Other items show notifications and updates in Accudemia.

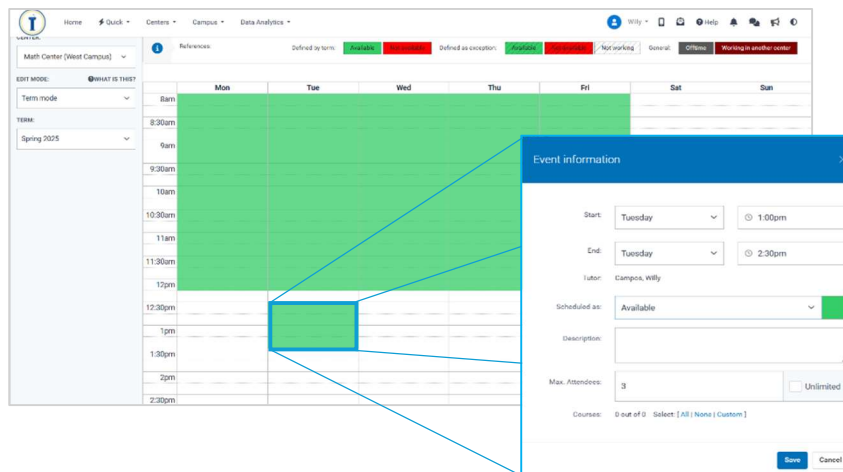
COMMUNICATION

There are many ways to communicate with other staff, admins, and students in Accudemia. Highlighted are just a couple of options.

Setting my Schedule

1. **Click on your name** and Select **My Schedule**.
2. First **select the Center** you want to be available for appointments.
3. Select the **Term Mode** if you want to setup you normal workweek or **Merged Mode** if you need to setup a specific exception on your schedule. Then click **Apply Filters** to see your schedule view.

4. Now simply **click and drag over the time-slots** to **select the services and courses** you want to be available for in the pop-up window.



5. **Click Save** and you're done!

MOBILE-FRIENDLY

The website was built for use on smartphones, tablets, as well as desktop computers so try setting your schedule from your own device too.

