Accudemia

IT Staff - Quick Start Guide
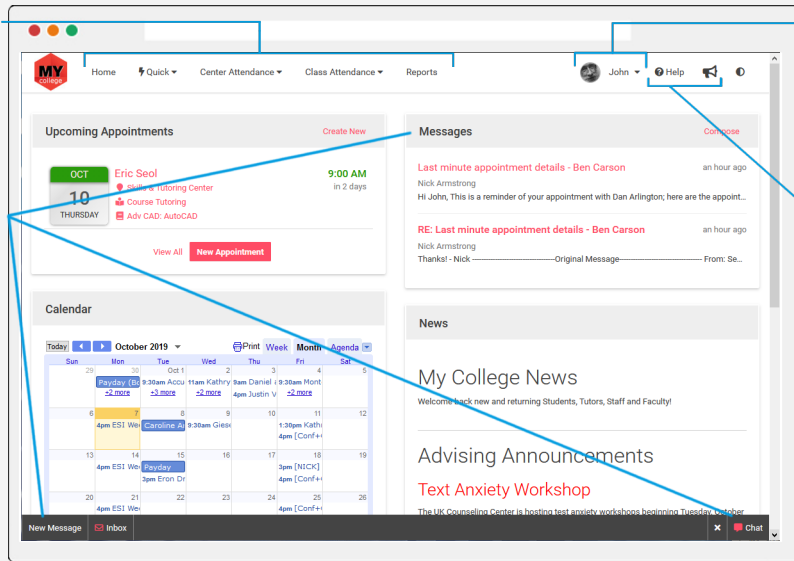
Accudemia Layout

NAVIGATION MENU

Use these links to perform funtions Imports, Exports, SAML SSO setup, and more!

COMMUNICATION

There are many ways to communicate with other staff and admins in Accudemia. Highlighted are just a few options.

PERSONAL MENU

Click on your name to set your schedule, Sign-in In or Out for the day, update your contact information and notifications.

HELP & UPDATES

The Help menu item gives you access to KB Articles, a way to contact your admin, and submit feedback about the software. The megaphone shows any updates or planned maintenance in Accudemia.

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.

Download ADX utility to run Imports/Exports

1. Download and install ADX (Accudemia Data eXchange) on your PC:
http://install.accudemia.net/Files/?f=AccudemiaDataX_x86/setup.exe

2. Format your CSV import files based on samples:
http://www.attendance-tracking.com/docs/doku.php/accudemia/7/administrator/manual/administration/advanced/import

3. Once ADX is installed simply login using the Admin credentials provided by your team to get started building import or export jobs.

Setup SAML Single Sign-On for you users

1. Login to your https://mycollege.accudemia.net website and access the setup under the *Administration > Control Panel > User Accounts* section.

2. Scroll down to the SAML Single Sign-On section.

3. In this section you'll find all of the setting needed to be completed to connect Accudemia to your Identity Provider. The Server URL, Public Certificate, and Logout URL.

4. Now you can save these settings at the top of the page and logout to test the SSO setup.