Accudemia

# Student - Quick Start Guide

Accudemia Layout

NAVIGATION MENU
Use these links to perform funtions such as viewing Center Visits and Reports, scheduling appointments, canceling appointments and viewing them.

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

COLLEGE NEWS
View College and Center Announcements from around campus to see what's happening.
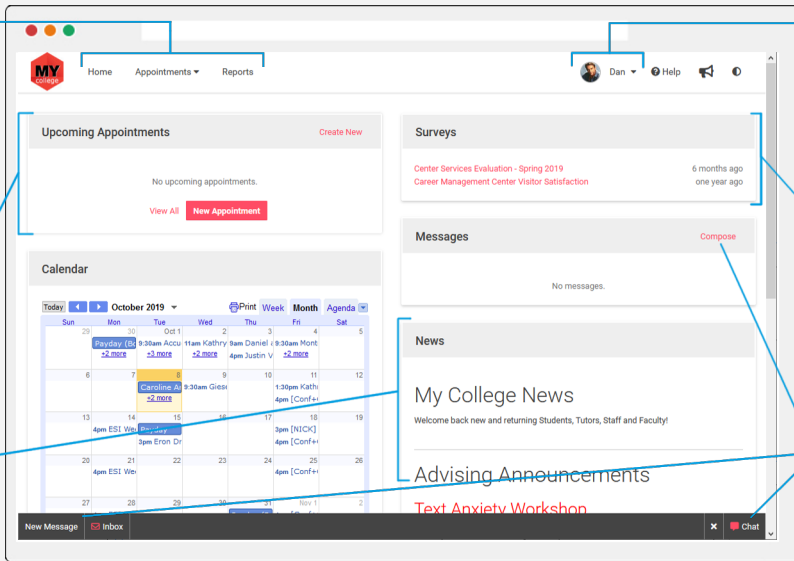
PERSONAL MENU
Click on your name to set update your contact information and notifications.

SURVEYS
Complete any surveys that the Center post to help best their Services and help make real changes in your learning experiences.

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

Schedule an Appointment

1. **Click on New Appointment** from the home screen above.

2. First **select the Center and/or Find a Service** you want to schedule for an appointment.

3. Next **find the Course/Skill/Activity** that you are needing help with.

4. Now simply **pick a time-slot** that works for you on any of the available Tutor/Staff schedules.

5. Add any notes, **Click Confirm** and you're done!
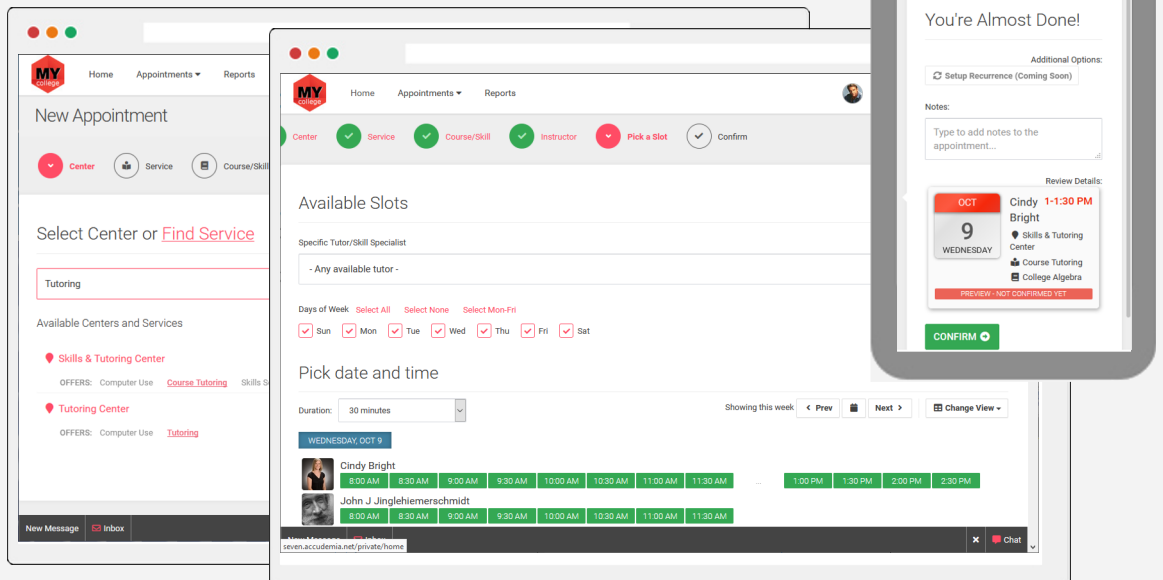
MOBILE-FRIENDLY
The website was built for use on smartphones, tablets, as well as desktop computers so try setting up and appointment from your own device too.