

1. [Setup Semesters](#) (**Administration > Terms/Off-times**) to cover every day of the year so that students can sign-in and the correct registration shows.
2. [Setup Centers & Services](#) (**Administration > Centers & Classrooms**) where your visits and the Services utilized by students will be tracked.
3. [Change the ID Mask](#) (**Administration > Control Panel > User Accounts**) so that the system knows what be the ID format used to login to Accudemia.

***Note:** You'll be asked to update your ID to match the new format.*

4. [Create you Admins](#) (**User Accounts > System Users**)
5. [Create Students](#) (**User Accounts > Students**) manually or [import them](#).
6. [Create Subject Areas](#) (**Administration > Subject Areas**) manually or [import them](#).
7. [Create Tutors/Staff Members](#) (**User Accounts > Tutors**) manually or [import them](#).
8. [Assign Tutors/Staff to Subjects](#) (**User Accounts > Tutors**) through the *Tutors' Assignments* tab when editing the Tutor's User Account. These assignments of Subjects Areas are what they can meet with Students for Appointments and Walk-ins.
9. [Enter Tutors/Staff Schedules](#) (**Center Attendance > Tutor's Schedule**) which is the times they will be available to take appointments.

**Now, let's setup a Sign-in screen, practice Sign-ins, & Appointments!**