

# IT Staff Reference Manual

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**Note:** Your actual access is set by your college administrator, so some of the sections here might not apply to you.

## Here are the features of the software most commonly used by IT Staff:

- **Data Export:** Use this to export data out from AccuCampus into other applications.
  - **Data import:** Use this to import student enrollment and other data into AccuCampus.
  - **Move Data:** Use this if you have duplicate students and need to merge the data into one.
  - **Single Sign On / SSO:** Use this to set up AccuCampus SSO via your college portal.
  - **AccuCampus Data Exchange (ADX):** Use this to schedule automatic data imports.
  - **How to set beacons:** Use this to set beacons for attendance tracking.
  - **Account Settings > User Roles:** Use this option to configure User's roles.
  - **Mobile APP:** Use this option to learn/configure the mobile APP.
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