

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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