

Instructor - Quick Start Guide

Accudemia Layout

MAIN MENU

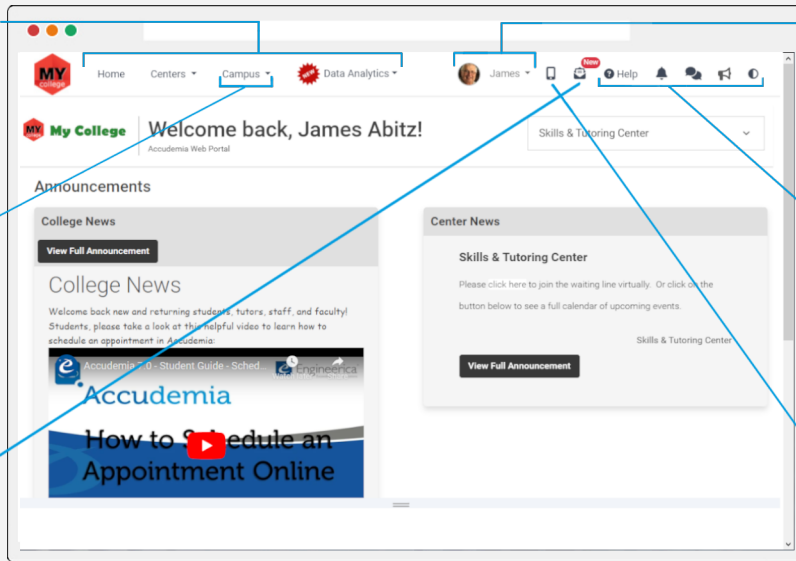
Use these links to perform functions such as Running Reports and Referring Students to the Center in Accudemia.

SUBMIT REFERRALS

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

COMMUNICATION

There are many ways to communicate with other Staff, Center Admins, and Students in Accudemia. Highlighted are just a few options.



PERSONAL MENU

Click on your name to update your contact information and control system notifications.

HELP & OPTIONS

The Help menu item gives you access to KB Articles, a way to contact center admins, 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 creating a Student Referral from your own device too.

Creating a Student Referral

1. Click **Campus > Referrals** on the top Navigation bar.
2. First **click the Create New button** when looking at the Referrals list screen.
3. Now **select the Center's Appropriate Referral** to send to the Center Administration.
4. **Once you have completed all the required fields on the Referral Form click the Save Changes button** to submit the Student Referral.

Note: Emailed updates should follow as the Center Administration and Staff work with the referred student.

