A Quick Guide to Accudemia
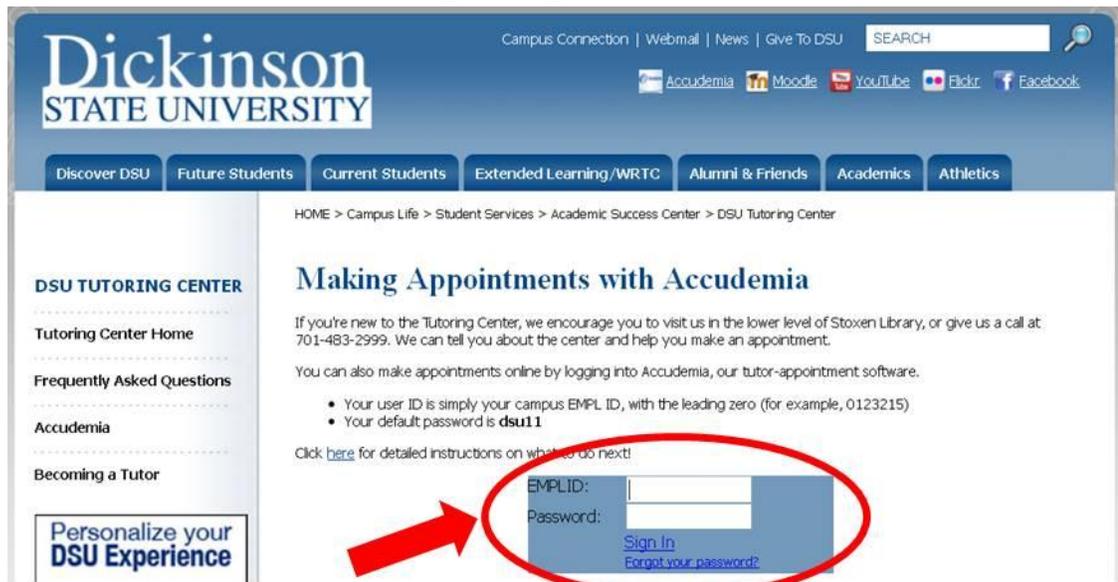
(for use with computers that are outside the Tutoring Center)

This guide will help you make a tutoring appointment using Accudemia,

our scheduling software program.

Step 1: Click on the Accudemia link at the top of the DSU homepage. The link is right next to the Moodle link.

You should see the following (except for the red marks!):


Step 2: Gaining access to your account

1. In the blue box in the center of the page (shown circled above), please enter your EMPL ID (**Leave the "W"** off your regular student ID but include the leading 0).

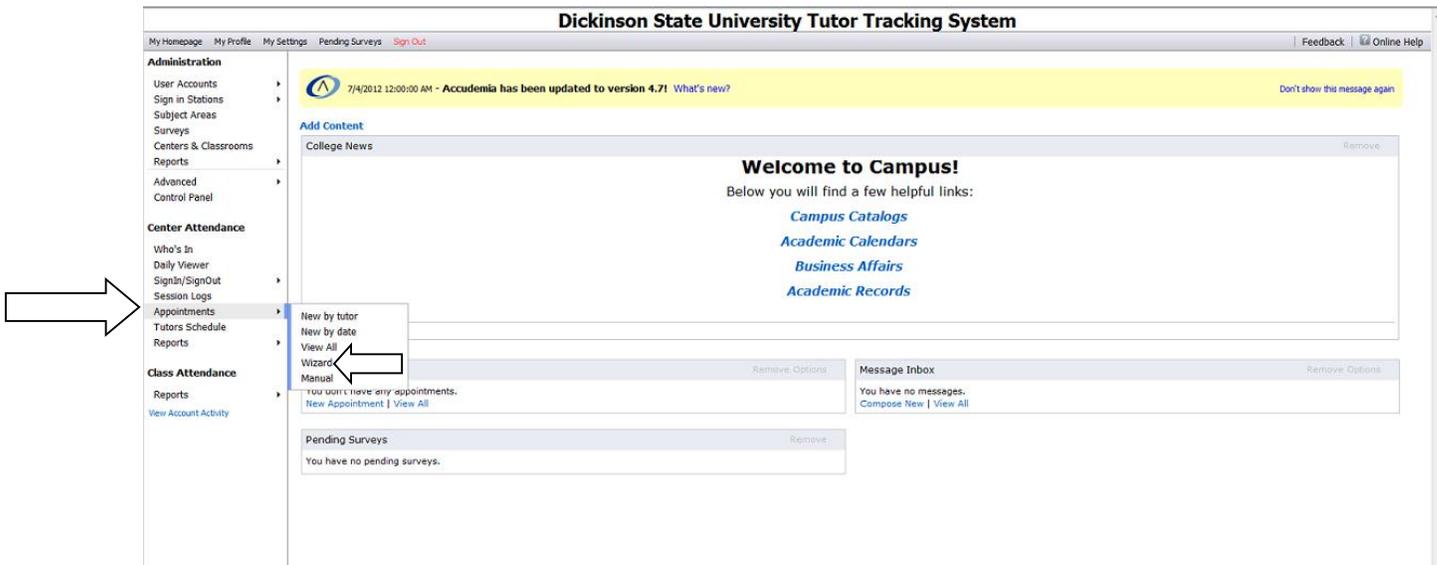   *In other words, if your campus ID number is W0621346, you should enter 0621346.*

2. Please enter your password in the other white space. *The default password is* **dsu11.**

Step 3: Welcome to your home screen
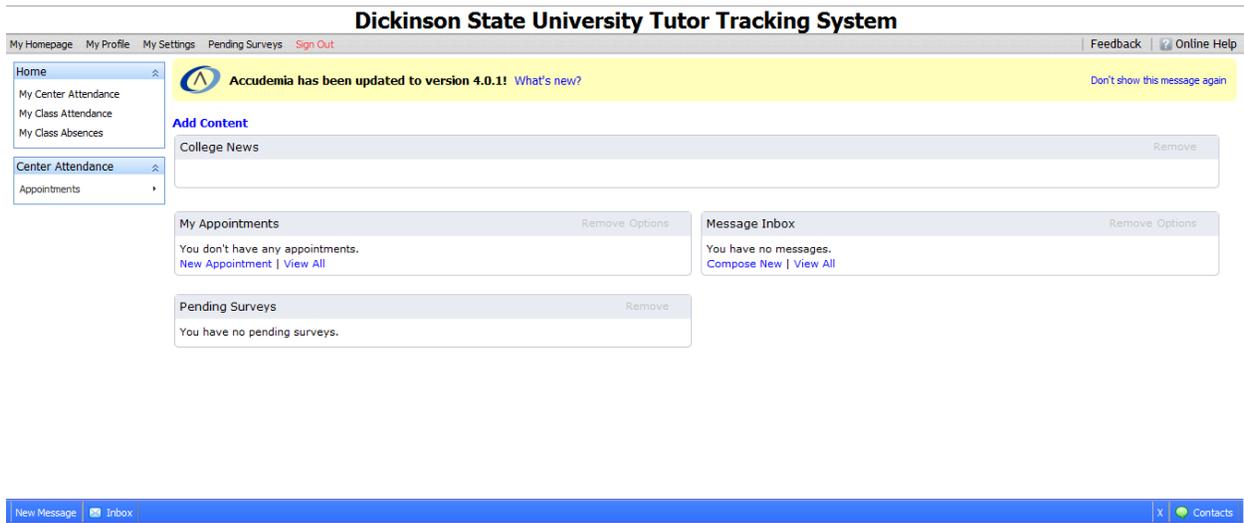
The home screen is where you will be able to schedule your appointments with our tutors.
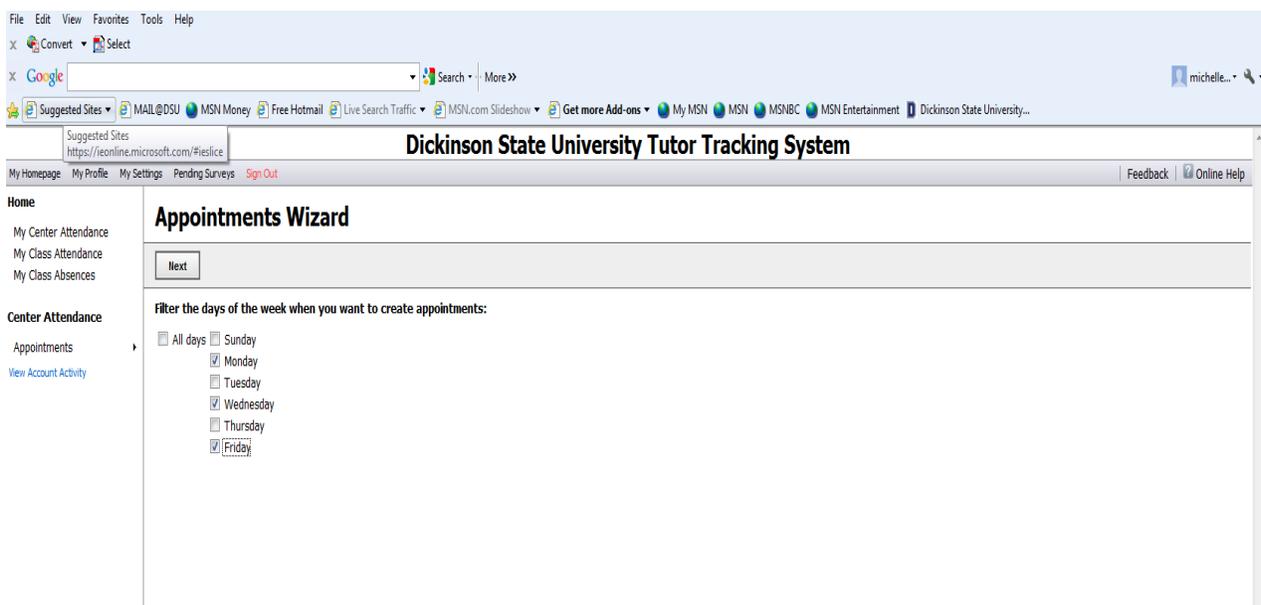
Step 4: Scheduling an appointment

1. To schedule an appointment, please HOVER your mouse over the **<u>Appointments</u>** tab (indicated by the large arrow) on the left hand side of the screen.

2. Click on the **<u>Wizard</u>** tab (see the smaller arrow). The following screen should appear:
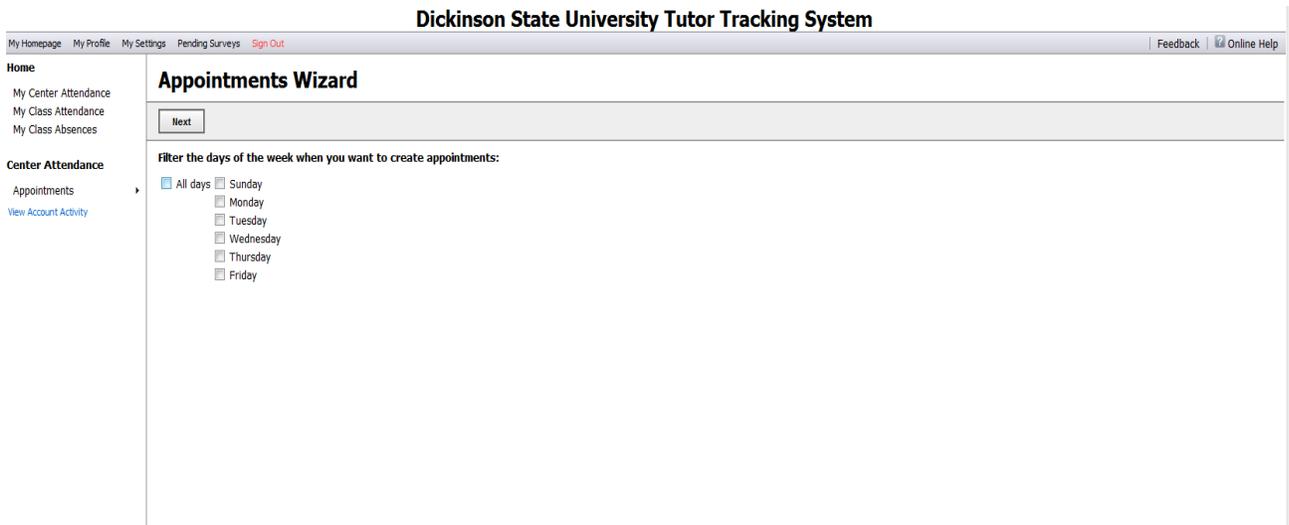
Select the day(s) that you would like by checking the corresponding box(es).

Once you have selected the day(s) you would like, please select the **Next** button.

Step 5: Selecting your subject

1. Select the subject or class you want by clicking on it. If you don't see your subject, click the blue **"Next"** link (see small arrow above).

2. After you have selected your subject, click the white **"Next"** box at the top of the page (under the "Appointments Wizard" header; see large arrow above).   Then move on to the next step: selecting your tutor.

Step 6: Selecting your tutor

Please select your tutor by clicking on the tutor name. In some cases, you will have only one choice. Then click the **Next** button.

Step 7: Appointment times

1. Open appointment times are indicated by green boxes (note the starred section below). Make sure the tutor is available for the time you would like. *You are able to schedule up to two weeks in advance.*
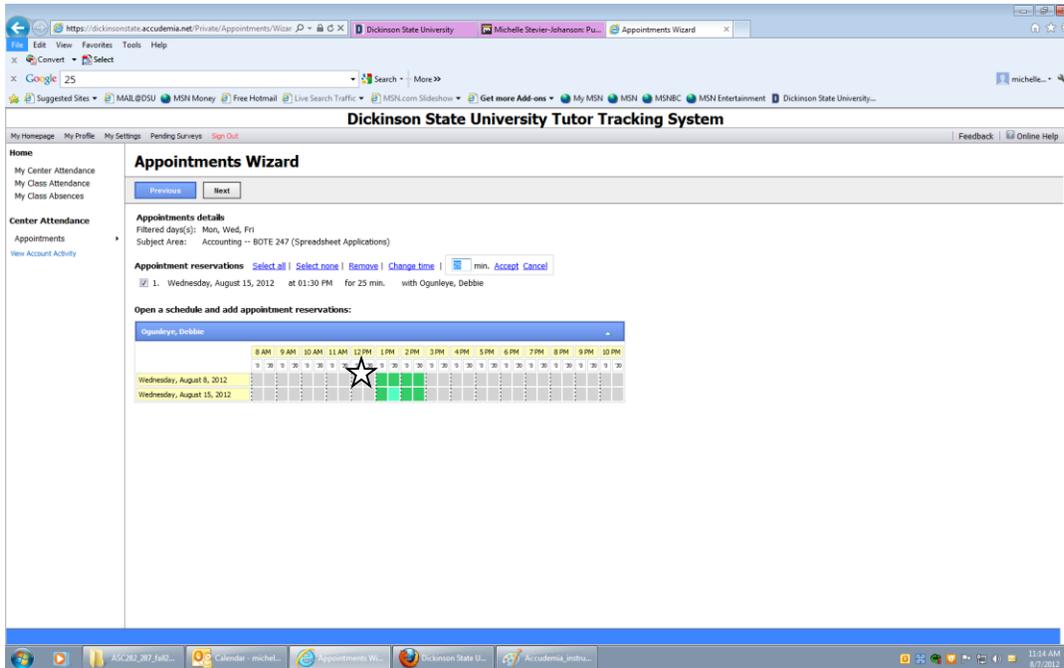
2. Choose the time you would like by clicking on a green box. Note: All Tutoring Center appointments are automatically set to 25 minutes. If you wish to make a 50-minute appointment, click on the **"Duration"** link and change the time from 25 to 50 (see arrow below). Then click **"Accept."**
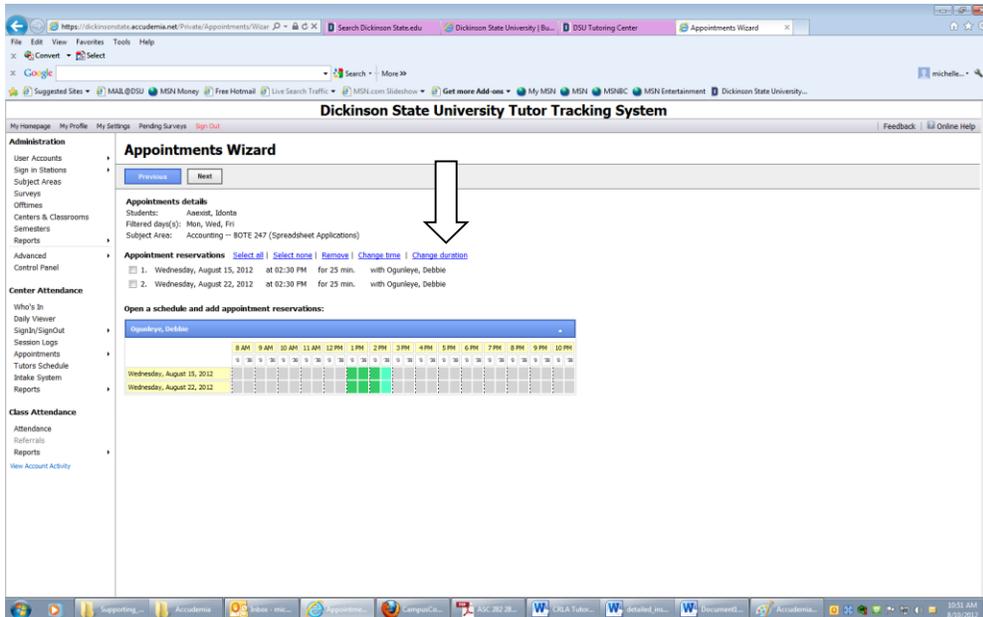
5. After you've chosen your appointment and made any needed time changes, be sure to click the **"Next"** box at the top of the page (just below the bolded "Appointment Wizard" header).

6. The next screen you see should include a green link that says "**Valid reservations**" (see larger arrow below).

   - When you see this screen, *be sure to click* **"FINISH"** at the top of the page (see smaller arrow below; the button you need is located right below the bolded "Appointments Wizard" header). Then log off the system to clear your personal information.

   - If you do NOT see this screen, call us at 701-483-2999 for assistance.
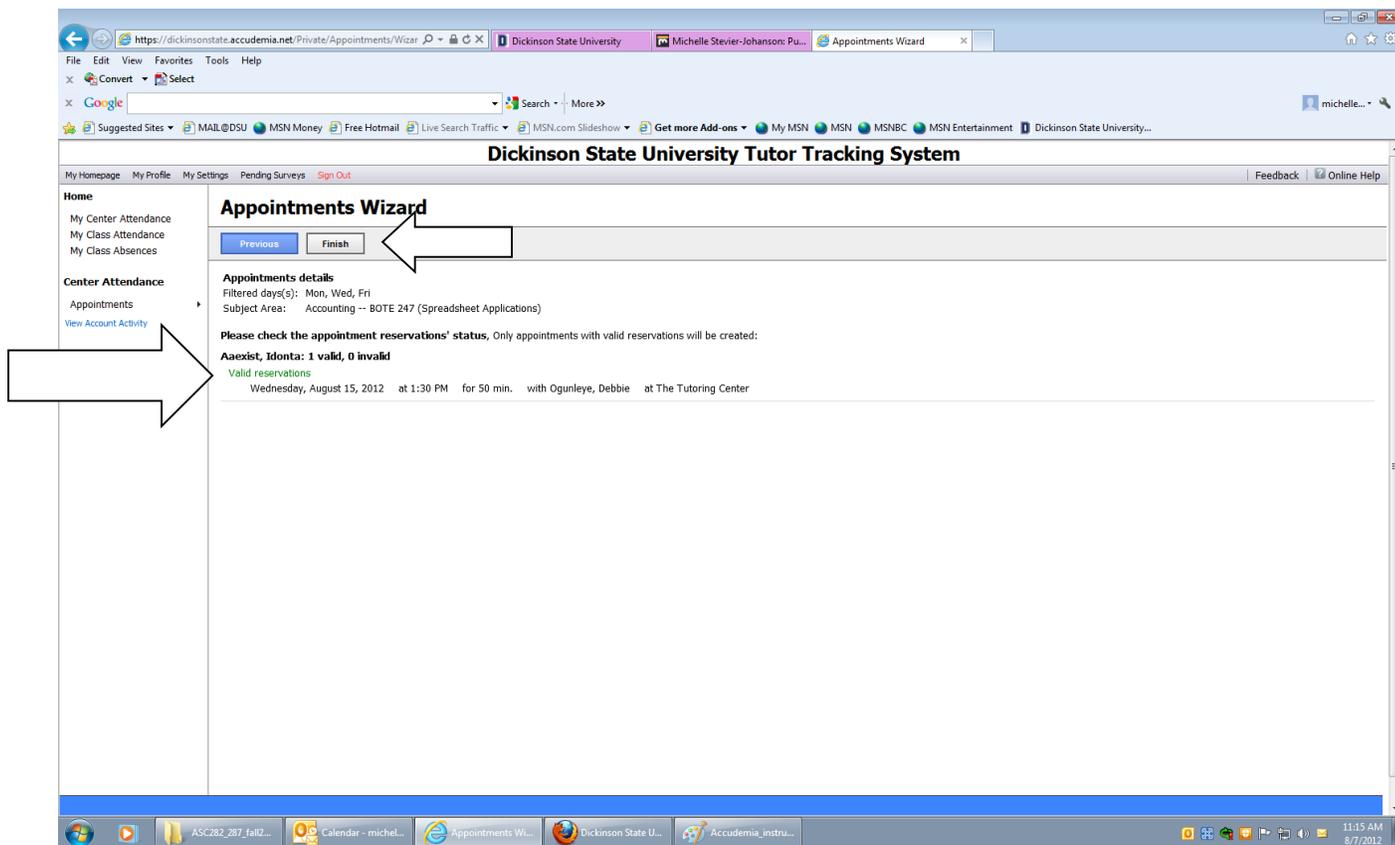
One final note: When you come to the Tutoring Center for your appointment, go up to your tutor (he or she will have a sign with their name on it). Your tutor will help you sign in for your appointment. *Please be on time. If you know you will be more than five minutes late for your appointment, call us at 701-483-2999. We cancel 25-minute appointments after five minutes and 50-minute appointments after 10 minutes.*

Congratulations! You have successfully set up your tutoring appointment. We look forward to seeing you at your appointment.