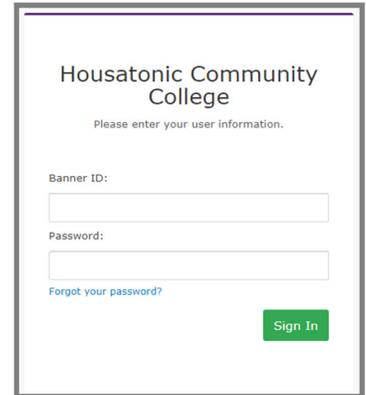


# Welcome to Accudemia at HCC

## Getting to Accudemia

1. Go to [housatonic.accudemia.net](https://housatonic.accudemia.net) 
2. Enter your Banner ID for your username
3. Enter Tutoring2019 for your password



Accudemia Login Page

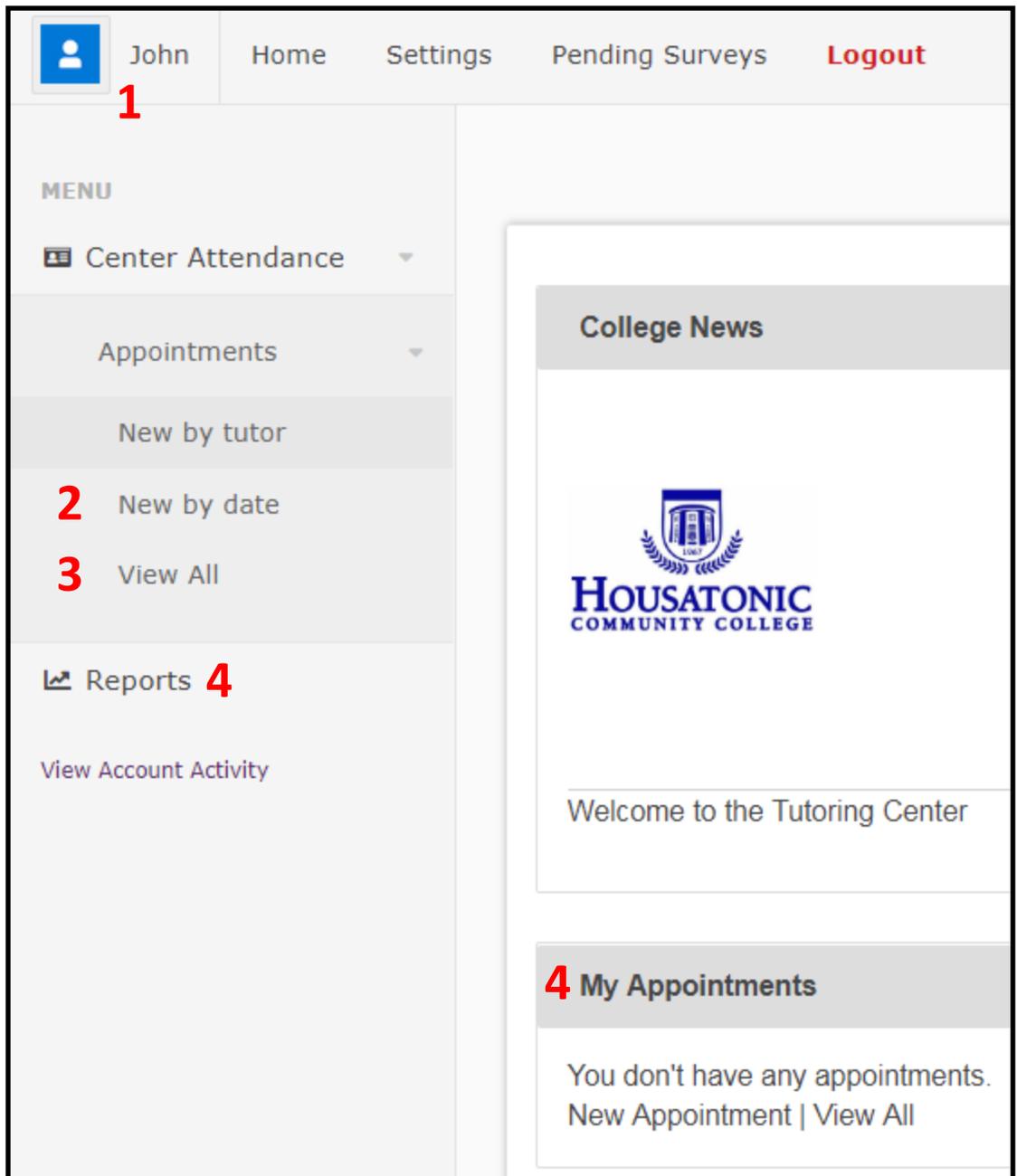
## Using Accudemia

1. Click on your first name to access your profile and change your password.

2. **New by date** allows you to see appointment times on the day you want. *This is the easiest way to schedule.*

3. See your scheduled appointments.

4. View a report of your visits for tutoring



# Using Accudemia to Make an Appointment (New by Date)

1. Click "New by date"
2. Center: ASC or CAP. Choose CAP only if you are enrolled in English 092i, 094i, or Math 095i
3. Date: choose what day you are looking for an appointment
4. Subject Area: Click "Select from a list" to see a list of your classes

The screenshot shows a search form with the following fields and options:

- Center:** A dropdown menu with "ASC" selected.
- Date:** A text input field containing "03/12/2019".
- Subject Area:** A search bar with the placeholder text "Type to search...". Below it is a link that says "Select from a list".
- Use visual calendar:** A checkbox that is checked.
- Find Tutors >** A purple button at the bottom right.

5. Click Find Tutors to display a list of eligible tutors and appointment slots
6. Green blocks indicate an available slot. To make your appointment, click on a green block. Red blocks show a tutor is not available for appointments at that time.

ENG\*E101-Composition 2nd Session on Tuesday, March 12, 2019 at ASC Hide Availability

Name	9am	10am	11am	12pm	1pm	2pm	3pm	4pm
Dominguez, Maria			Red	Red	Red			
Fanclik, Claud				Green		1	1	
Ferris, Rose				1	1	Green		
Marshall, Tajan S			Red					
Mingrone, Kristen Nicole			Red					
Pagan, Arian							Red	Red
Petrizzi, Emily				Green	1	1		

# Using Accudemia to Make an Appointment (New by Date)

## Continued

7. After clicking a green box, you will get the New Appointment window. First, confirm that the Tutor, Date, Center, & Start Time are correct.

8. Next, check the duration of the appointment. Default is 30 minutes, but you can change to 60 minutes.

9. Confirm that the Subject Area (Class) is correct. You can change this if you need to.

10. Click on Select to choose between 1. Writing Center or 2. Tutoring. Choose 1 if you are coming for tutoring regarding a writing assignment. Choose 2 if you need help with any other subject.

**New Appointment**

**General Information**

Tutor: Montes, Sherly

Date: Wednesday, March 13, 2019

Center: ASC

Start time: 01:00 PM For: 30 minutes

Subject Area: ENG\*E101-Composition 2nd... [Edit]

Services: None [Select]

Notes:

Accept Cancel

11. Click Accept to see if the appointment can be made. If there are any issues, Accudemia will tell you and you can make changes if needed. If the appointment is valid, click "Make Appointment"

**New Appointment**

**Confirm...**

This appointment has passed all validations and is ready to be scheduled.

Make Appointment Back