STEP 1: Go to SCC homepage, www.scc.spokane.edu and on the Student Tool drop down at the top, click and select Accudemia.
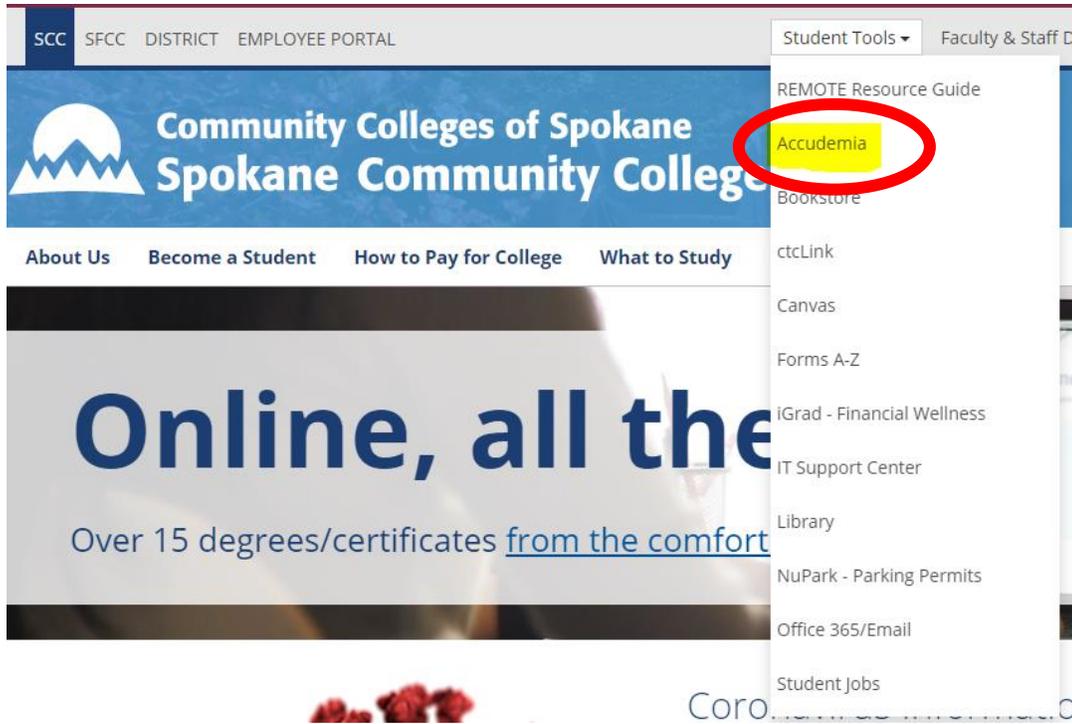
Step 2: It will redirect you to a sign in page. Use your @bigfoot credentials to login. First name + First initial of your last name + last four of your ctclink ID. Password is the same password if you were a to login to a computer on campus. If you are a new student your full CTCLink number. *If you have issues with your login, please contact IT at 533-4357 (HELP)
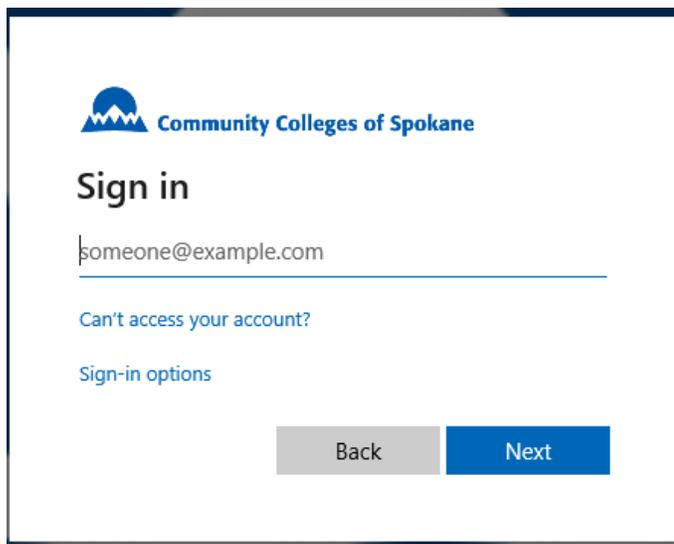
STEP 3: Once you login, your homescreen should look like this:

Community Colleges of Spokane   Home   Session Logs   Appointments ▾   Reports   👤 Tutoring ▾   ❓ Help   📢   ◐

10/01/2018 12:00 PM **Accudemia has been updated to version 7.0!** What's new?   Don't show this message again

Upcoming Appointments	Create New

No upcoming appointments.

View All   **New Appointment**

News

SCC Tutoring Services will be hosting tutoring sessions via zoom online. Best way to see a tutor, make an appointment with a tutor.

STEP 4: Click on "New Appointment" the button in blue.

Community Colleges of Spokane   Home   Session Logs   Appointments ▾   Rep

10/01/2018 12:00 PM **Accudemia has been updated to version 7.0!** What's new?

Upcoming Appointments   Create New

No upcoming appointments.

View All   **New Appointment**

STEP 5: The next screen you should see is the one below.

Community Colleges of Spokane   Home   Session Logs   Appointments ▾   Reports

New Appointment

Center ›
Service
Subject Area
Instructor
Pick a Slot
Confirm

Select Center or Find Service

Search center or service...

⤴ Type to search location or service...

Available Centers and Services

📍 Erik Test Center in Erik Test Group   ›
   OFFERS: Erik Test Service

📍 NSO - Erik in Erik Test Group   ›
   OFFERS: New Student Orientation - Erik Test

📍 AEC in SCC / Adult Education   ›

📍 Apprentice Center in SCC / Adult Education   ›

📍 Career T in SCC / Adult Education   ›

STEP 6: Type in the center or subject you need help with. In this example we are looking for Math help.

New Appointment

Center

Service

Subject Area

Instructor

Pick a Slot

Confirm

Select Center or Find Service

math

Available Centers and Services

SP0270108_Math_Tutoring_Center in SCC / Tutoring Services Centers

OFFERS: Algebra 87/88   Algebra 91/92/96/99   Calculus 151/152   Math 107/108

Math 20/21   Pre Calc 141   Statistics

SP0270109_Science_Math_Computer_Lab in SCC / Tutoring Services Centers

OFFERS: Class   Computer/Printer Use   Math Computer Assistance

Science Computer Assistance

STEP 7: Select the center that corresponds to the tutoring you need. This case the first center "Math Tutoring Center" offers tutoring in math subject I need help with. On the right hand side, you will see the option selected.

STEP 8: Select the service that corresponds to your tutoring needs.

New Appointment

Center

Service

Subject Area

Pick a Slot

Confirm

Select Service   Continue >

Search service...

Type to search service...

Services in SP0270108_Math_Tutoring_Center

Algebra 87/88   >

Algebra 91/92/96/99   >

Calculus 151/152   >

Math 107/108   >

Math 20/21   >

Pre Calc 141   >

Statistics   >

PREVIEW

SP0270108_Math_Tutoring_Ce

Start over

STEP 9: In this example, the student is enrolled in Math 99, so you can select the class you need tutoring for.

New Appointment

Center ✓

Service ✓

Subject Area ›

Pick a Slot 📅

Confirm ✓

Select Subject Area

Continue >

Search Subject Areas...

⬆Type to search subject area...

Results

SCC-MATH 99 **Intermediate Algebra-SCC**
SCC-MATH-99   ›

PREVIEW

📍
SP0270108_Math_Tutoring_C
🎓 Algebra 91/92/96/99
• • •

Start over ⟲

STEP 10: Now you can select a tutor and a time/date that works for you. All tutoring sessions are offered in 30 minute blocks. Be ready with questions and if you need more time, you can schedule another appointment.

New Appointment

Center ✓

Service ✓

Subject Area ✓

Pick a Slot ›

Confirm ✓

Available Slots

Specific Tutor

- Any available tutor -   ⌄

Days of Week   Select All   Select None   Select Mon-Fri

☑ Sun   ☑ Mon   ☑ Tue   ☑ Wed   ☑ Thu   ☑ Fri   ☑ Sat

Pick date and time

Duration: 30 minutes ⌄   Showing this week ‹ Prev 📅 Next ›
                                              ⊞ Change View ▾

WEDNESDAY, APR 8

Conner W Jones
| 1:00 PM | 1:30 PM | 2:00 PM | 2:30 PM | 3:00 PM | 3:30 PM | 4:00 PM |

Hunter L Austin
| 1:00 PM | 1:30 PM | 2:00 PM | 2:30 PM |

Rosemary C Bereiter
| 9:00 AM | 9:30 AM | 10:00 AM | 10:30 AM | 11:00 AM | 11:30 AM | 12:00 PM | 12:30 PM |

Stephanie M Kolden
| 3:00 PM | 3:30 PM | 4:00 PM | 4:30 PM | 5:00 PM | 5:30 PM |

THURSDAY, APR 9

Conner W Jones
| 1:00 PM | 1:30 PM | 2:00 PM | 2:30 PM | 3:00 PM | 3:30 PM | 4:00 PM |

Pei Yun Hsieh
| 8:30 AM | 9:00 AM | 9:30 AM | 10:00 AM | 10:30 AM |

Rosemary C Bereiter
| 9:00 AM | 9:30 AM | 10:00 AM | 10:30 AM | 11:00 AM | 11:30 AM | 12:00 PM | 12:30 PM |

Stephanie M Kolden
| 3:00 PM | 3:30 PM | 4:00 PM | 4:30 PM | 5:00 PM | 5:30 PM |

PREVIEW

📍 SP0270108_Math_Tutoring_Center
🎓 Algebra 91/92/96/99
📄 Intermediate Algebra-SCC
• • •

Start over ⟲

STEP 11: Once you find the time and date that works for you select it. All the tutors that show up, will be tutors who can help, the system takes out any tutor who can't help in that particular subject.

STEP 12: Final step, click "confirm" and you should see this screen and receive an email with the zoom link and confirmation of your appointment.

To join the tutoring session, you can either open your email and click on the link or go back to your Accudemia home screen and when prompted you can join the meeting from there.