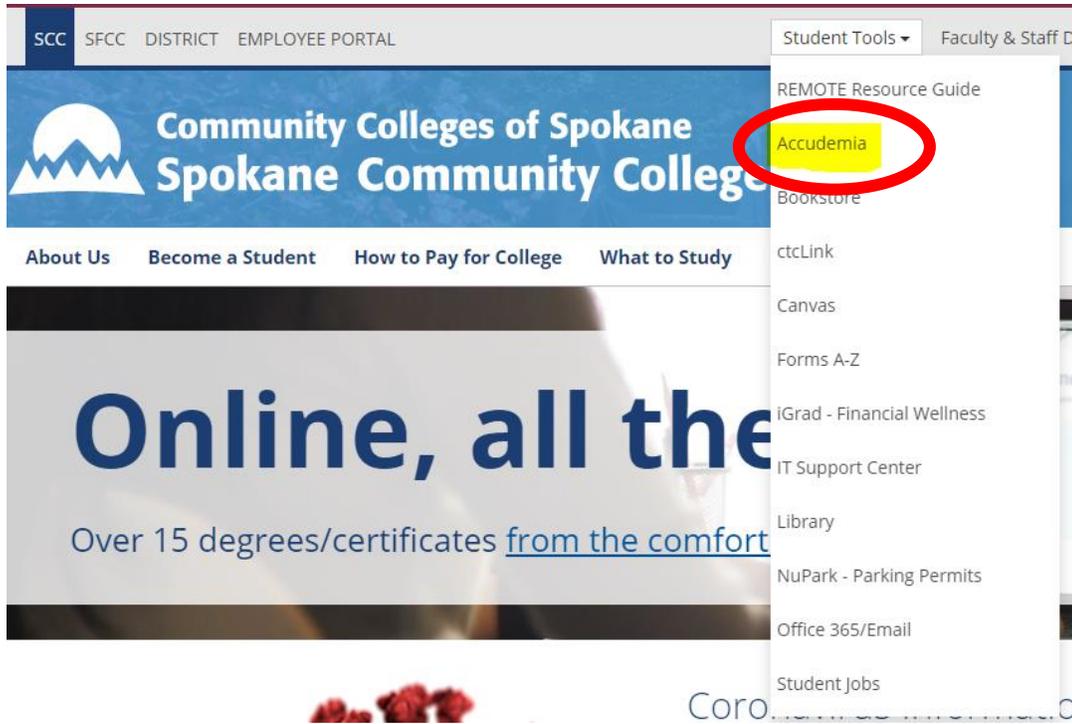
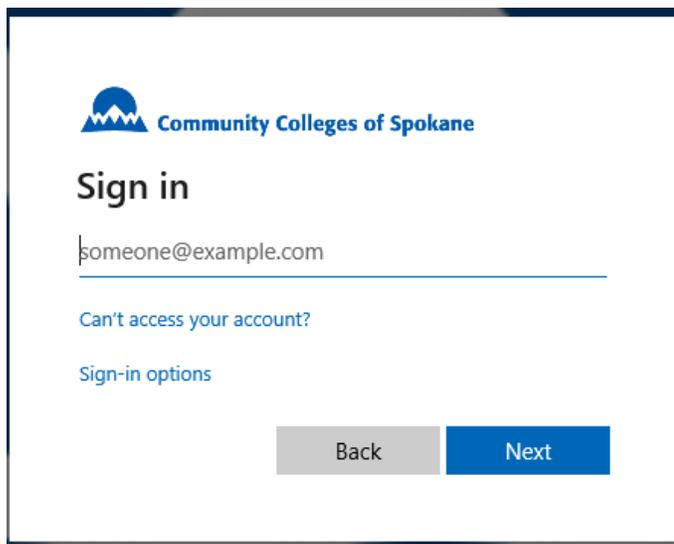


STEP 1: Go to SCC homepage, www.scc.spokane.edu and on the Student Tool drop down at the top, click and select Accudemia.



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:

The screenshot shows the Accudemia home interface. At the top, there is a navigation bar with the following items: "Community Colleges of Spokane", "Home", "Session Logs", "Appointments" (with a dropdown arrow), and "Reports". On the right side of the navigation bar, there is a user profile icon, "Tutoring" (with a dropdown arrow), "Help" (with a question mark icon), a megaphone icon, and a notification bell icon. Below the navigation bar is a yellow banner with the text: "10/01/2018 12:00 PM Accudemia has been updated to version 7.0! What's new?" and a link "Don't show this message again". The main content area is divided into two sections. The left section is titled "Upcoming Appointments" and contains the text "No upcoming appointments." with a "View All" link and a blue "New Appointment" button. The right section is titled "News" and contains a paragraph: "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.

This screenshot is identical to the previous one, but with a large red arrow pointing to the blue "New Appointment" button in the "Upcoming Appointments" section.

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

The screenshot shows the "New Appointment" screen. On the left is a vertical sidebar with six steps: "Center" (selected with a blue circle and right arrow), "Service" (with a person icon), "Subject Area" (with a document icon), "Instructor" (with a person icon), "Pick a Slot" (with a calendar icon), and "Confirm" (with a checkmark icon). The main content area is titled "New Appointment" and contains the text "Select Center or [Find Service](#)". Below this is a search input field with the placeholder text "Search center or service...". Underneath the search field is a green arrow icon and the text "Type to search location or service...". Below that is the heading "Available Centers and Services" followed by a list of five items, each with a location pin icon, a name, and a right-pointing arrow:

- 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.

The screenshot shows the 'New Appointment' interface. On the left, a vertical progress bar indicates the steps: Center (checked), Service (checked), Subject Area (active), Pick a Slot (locked), and Confirm (checked). The main content area is titled 'Select Subject Area' and features a search bar with the placeholder text 'Search Subject Areas...'. Below the search bar, a green arrow points to the text 'Type to search subject area...'. Under the 'Results' section, a single result is displayed: 'Intermediate Algebra-SCC' with the course code 'SCC-MATH-99'. A 'Continue >' button is located at the top right of the search area. On the right side of the page, a 'PREVIEW' window shows a location pin for 'SP0270108_Math_Tutoring_C' and a building icon for 'Algebra 91/92/96/99'. A 'Start over' button is positioned below the preview.

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.

The screenshot shows the 'New Appointment' interface at the 'Available Slots' step. The progress bar on the left now has 'Subject Area' checked and 'Pick a Slot' active. The main content area is titled 'Available Slots' and includes a 'Specific Tutor' dropdown menu currently set to '- Any available tutor -'. Below this, there are options for 'Days of Week' with buttons for 'Select All', 'Select None', and 'Select Mon-Fri'. Checkboxes are present for all days of the week (Sun, Mon, Tue, Wed, Thu, Fri, Sat). The 'Pick date and time' section shows a 'Duration' of '30 minutes' and a calendar view for 'Showing this week' with 'Prev' and 'Next' navigation buttons and a 'Change View' button. The calendar displays two days: 'WEDNESDAY, APR 8' and 'THURSDAY, APR 9'. For each day, several tutors are listed with their available time slots represented by green bars. For Wednesday, the tutors and their slots are: Conner W Jones (1:00 PM - 4:00 PM), Hunter L Austin (1:00 PM - 2:30 PM), Rosemary C Bereiter (9:00 AM - 12:30 PM), and Stephanie M Kolden (3:00 PM - 5:30 PM). For Thursday, the tutors and their slots are: Conner W Jones (1:00 PM - 4:00 PM), Pei Yun Hsieh (8:30 AM - 10:30 AM), Rosemary C Bereiter (9:00 AM - 12:30 PM), and Stephanie M Kolden (3:00 PM - 5:30 PM). The 'PREVIEW' window on the right now shows the location pin for 'SP0270108_Math_Tutoring_Center' and the building icon for 'Intermediate Algebra-SCC'. A 'Start over' button is also present.

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.

New Appointment

Center ✓
Service ✓
Subject Area ✓
Pick a Slot ✓
Confirm ▶

You're Almost Done!

Recurrence: [Setup Recurrence](#)

Notes:

Review Details:

APR 8 WEDNESDAY

Hunter L Austin 1-1:30 PM

SP0270108_Math_Tutoring_Center
Algebra 91/92/96/99
Intermediate Algebra-SCC

PREVIEW - NOT CONFIRMED YET

[CONFIRM](#) [Discard and Start Over](#)

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.

Appointment Confirmed!

APR 8 WEDNESDAY

Hunter L Austin 1-1:30 PM

SP0270108_Math_Tutoring_Center
Algebra 91/92/96/99
Intermediate Algebra-SCC

CONFIRMED

[+ Create Another One](#)

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.

10/01/2018 12:00 PM Accudemia has been updated to version 7.0! [What's new?](#)

Upcoming Appointments

[Create New](#)

APR 8 WEDNESDAY

Hunter L Austin 1:00 PM
in 17 hours

SP0270108_Math_Tutoring_Center
Algebra 91/92/96/99
Intermediate Algebra-SCC

[View All](#)

[New Appointment](#)