ACCUDEMIA QUICK-REFERENCE GUIDE: PERSONAL ACADEMIC COACHING

LOGGING IN TO ACCUDEMIA

Go to **https://montgomerycollege.accudemia.net/**

- If already signed in to MyMC, you'll be taken directly to Accudemia's home page. Otherwise, enter your MyMC credentials.
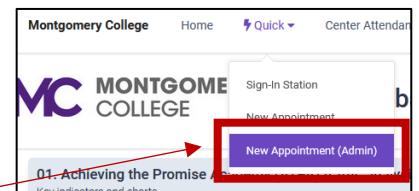
ACCUDEMIA APPOINTMENTS

- Use Accudemia to schedule appointments and host Zoom sessions with automatic logs.
- If you use a self-scheduling tool like Bookings, you'll record Sessions Logs manually.
- In-person and phone sessions will also need to be recorded manually in Accudemia.
- See Session Log instructions for more information.

CREATE A NEW MANUAL APPOINTMENT (ADMIN)

1. Go to https://montgomerycollege.accudemia.net/private/home#/f/appointments/manual
   If this direct link to the Manual Appointments doesn't work:
   a. Sign in to Accudemia
   b. Click on the **MENU** icon at the top left of the screen.
   c. Click on ✏ **Quick**
   d. From the drop-down menu, click **New Appointment (Admin)**
2. Make sure **Center** is set to "01. Achieving the Promise Academy (ATPA)"
3. Enter and select the name of **Student.**
4. Enter and select your name as **Coach**.
5. Click the magnifying glass 🔍 to select the **Service** you will be providing:
   - Personal Academic Coaching
1. Schedule the **Date and Time**
2. Select the **Duration** (e.g. 30 or 60 minutes)
3. In the **Comments**, enter the appointment location.
4. Your Zoom link from your Accudemia profile will be included in the appointment confirmation.
5. Select the Continue button.
6. You will see a Warning message. Ignore it.
7. Confirm that you want to create an appointment.

NEED SUPPORT?

- Coaches are required to use Accudemia.
- Need support learning how to use Accudemia?
- To request support with using Accudemia as a coach, please contact atpa@montgomerycollege.edu or schedule a support session with ATPA.