

Signing-in for Face-to-Face Appointments at a Physical Sign-in Station/Kiosk



For your face-to-face appointments, you will have to use a Physical Sign-in Station/Kiosk for the Center, Sign-in Stations/Kiosks are computers designated to allow you to type or swipe an ID card and let the Center's staff know you are present for your appointment.

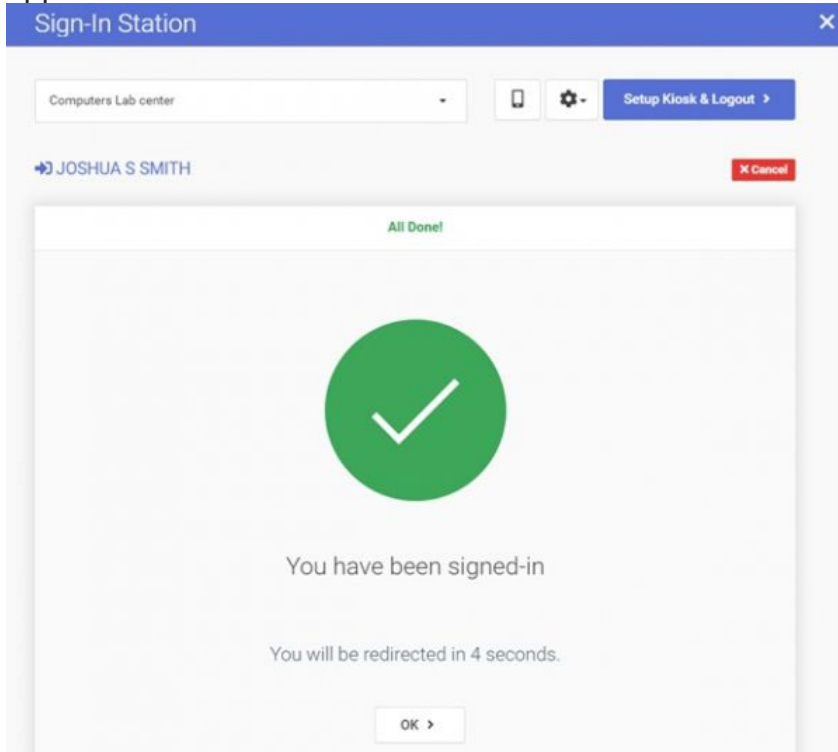
1. These kiosks should be in an accessible location that is marked and easy to find and should look similar to this screenshot:

This screenshot shows the "Sign-In Station" interface. At the top, there is a blue header with the text "Sign-In Station" and a close button. Below the header, there is a dropdown menu set to "Computers Lab center", a mobile device icon, a settings gear icon, and a "Setup Kiosk & Logout" button. The main content area is titled "SIGN-IN / SIGN-OUT" and contains the instruction "Type your User ID". Below this is a blue circular icon with a white person silhouette, followed by a text input field and a blue "Go" button with a right-pointing arrow. At the bottom, there is a location indicator "Computers Lab center" and a link "No login? Guest Sign-in".

2. The system should recognize that you have a scheduled appointment at the time you swipe or type in your ID and should show the information.

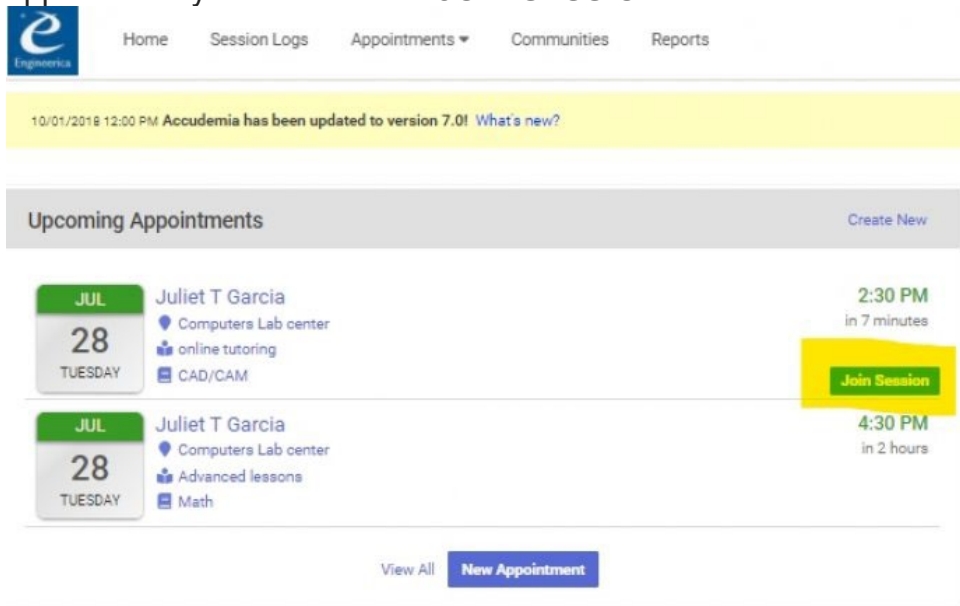
This screenshot shows the "Sign-In Station" interface after a user has signed in. The header is the same as in the previous screenshot. Below the header, the user's name "JOSHUA S SMITH" is displayed in blue, with a red "Cancel" button to its right. The main content area is titled "SIGN IN AS STUDENT" and contains the message "We found an appointment with Juliet T Garcia". Below this, the appointment details are listed: "Date Today at 2:00 PM", "Duration 15 mins", "Services Advanced lessons", and "Subject Area CAD/CAM". At the bottom, there is a blue "Sign me in" button with a right-pointing arrow and a white "Walkin Sign In" button with a right-pointing arrow.

3. Finally, you can click **Sign me in** on the screen to be counted as showing up for your appointment.

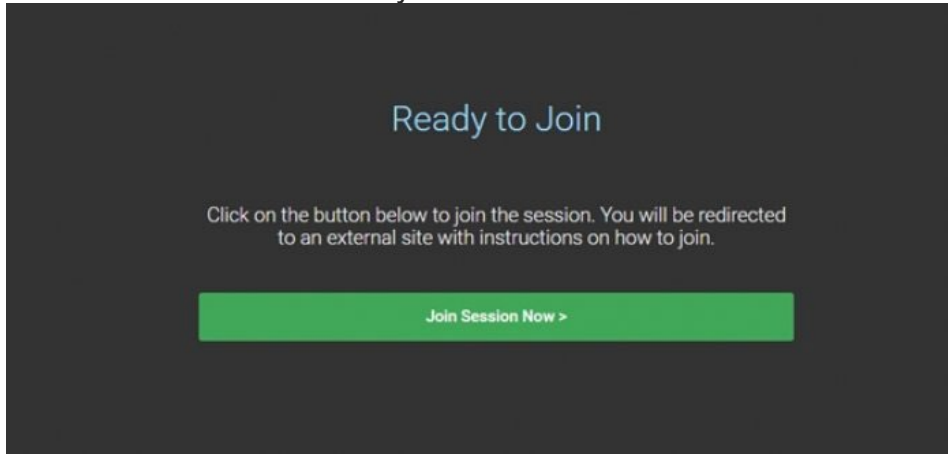


Signing-in for Virtual Appointments using the Accudemia homepage

1. Login to Accudemia, <https://canadacollege.accudemia.net>, you can see a list of appointments in the **Upcoming Appointments** section, and if it is time for your appointment you can click the **JOIN SESSION** button to access the session.



- From there, instructions will either be shown to join the session or ask you to wait until the session starts if too early:



- There will be a final screen to launch the session that will get you connected to the meeting:



- Occasionally another screen will be shown with more information about how to join the session (depending on the meeting services used). Typically if this method is used it will contain a direct link or another method to join the session such as this sample:

