

## How to Sign in a Past Guest

1. Log in to Accudemia
2. Navigate to the Sign In/ Sign Out tab and select Manual Sign In/Out

**Center Attendance**

You have no pending surveys.

- Who's In
- Daily Viewer
- SignIn/SignOut ▶
  - Manual Sign In
  - Manual Sign Out
  - Manual Sign In/Out
- Session Logs
- Stand-by Logs
- Appointments ▶
- Advisors Schedule

3. Set the date, time, and duration of the visit and make sure your center is selected

### Manual Sign In/Out

Showing only students

**Date & Time**

From:

Duration:  mins.

**General Information**

Center:

Subject Area:

Advisor :

Instructor:

Services:

testing

**Students:**

4. In the Students section, look up your guest account's ID or your center(as it appears in Accudemia) in the Last name search bar

### Students:

Clear All | Show | Export

<input type="checkbox"/> Student ID	Last Name
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5. Here is the center name method

### Students:

Clear All | Show | Export

<input type="checkbox"/> Student ID	TEST	First Name
<input type="checkbox"/> 102030405	TEST	GUEST

Showing 1-1 of 1 [0 selected]

6. Here is the ID method

**Students:**

Clear All | Show | Export

<input type="checkbox"/>	Student ID	Last Name	First Name
<input type="checkbox"/>	102030405	TEST	GUEST

Showing 1-1 of 1 [0 selected]

7. Select your guest student account

**Students:**

Clear All | Show | Export

<input checked="" type="checkbox"/>	Student ID	Last Name	First Name
<input checked="" type="checkbox"/>	102030405	TEST	GUEST

Showing 1-1 of 1 [1 selected]

8. Select the bulk sign in/out button

## Manual Sign In/Out

Showing only students

9. You should see a notification like this at the bottom of your screen

- Sessions were saved successfully.