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

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

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:**

5. Here is the center name method

   **Students:**
6. Here is the ID method

7. Select your guest student account

8. Select the bulk sign in/out button

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