How to Use the Intake System in Accudemia

1. Enable the waiting line for your center by clicking on the center name in “Intake System”
2. Make sure “Prompt students for calling note is unchecked
3. Student signs in after picking which advisor he/she would like to see (you can view this under “waiting for” by the student’s name).

![Image](image1)

4. If the specified advisor is signed in and ready for the student, click after highlighting the student’s name and sign the student in for his/her chosen advisor

![Image](image2)

5. If the student’s chosen advisor is not available but a different advisor is, highlight both the student’s and the advisor’s names and click

6. This time, click the sign in button “using your selection”

![Image](image3)

7. The student should be moved from “students waiting” to “students in” with either his/her chosen advisor or an available advisor you have selected.