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:

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

3. 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: