

Hi [insert User's Name here],

My name is [insert Your Name here] and I'm part of the [insert your Company Name here] Technical Team. I want to introduce you to our fantastic new complimentary Online tool called AcadeMap.

Some of the features included with this tool are:

- Manage and view a digital directory of all you students and staff. You can access this directory from any device such as your computer, tablet or phone.
- Design customized student Award Certificates, selecting from various backgrounds, fonts, styles and award seals.
- Create and order Student and Staff IDs.
- Using the AcadeMap app, parents can create Digital Student Safety ID's. Easily shared with family members, babysitters, teachers, etc. Send IDs via text, email, and social media

Next Steps for you:

- 1 You will soon receive an **email invitation** from the system. It will come from [noreply@academap.com](mailto:noreply@academap.com). When you receive that email, click "Accept and Join"
- 2 You will be prompted to **create your secure account**. Note that you'll need to enter your **cell phone (NOT A LANDLINE)** in order to receive a one-time-only confirmation security code. This is for security purposes only.
- 3 After you verify your new account (via email confirmation) and log in, you will then authenticate your computer (via the text code sent to your **cell phone**). Note that we suggest you create a bookmark for the site so it's easy to come back to - [My.AcadeMap.com](http://My.AcadeMap.com) If you have any questions, here's a link to a video tutorial on how to create an account and log in for the first time: <https://youtu.be/kfppJqdQaj8>
- 4 Click **People** to view and manage your whole school family. Use filters in the header to find an individual or view everyone in a certain grade, or class, or custom group... If you have any questions, here's a tutorial about viewing and managing profiles - editing information or adding new students / staff - <https://www.academap.com/category/people/>
- 5 Click **ID Cards** to create and order Student and Staff IDs.
- 6 Click **Certificates** to create Custom Certificates for individuals or groups. Select your recipients and then walk through the intuitive design process. If you have questions, check out the tutorial at <https://www.academap.com/category/certificates/>
- 7 If you need help at any point, there's a library of tutorials (<https://www.academap.com/suitesupport/>).

Here's what to expect - <https://youtu.be/g-Z-2vj98ag>

Here is a link to a video tutorial for creating Custom Certificates - <https://youtu.be/vuBZ3itk26c>

Thanks so much and have a great day!