## **User's Guidance**

No Internet? No computer available? No response from the Tms? No problem !!



When you are **unable to take classes**, You can use this APP to **cancel booked slots and close the opened slots easily!!** 

Lets take 30S to learn how to use it !

Step 1 Download the App

1 Open your Appstore

if you are using an iPhone, please open the \_\_\_\_\_ Appstore

if you are using an Android, please open the Google store

② Search "acadsoc teacher "





Step 2 Log In



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	Email Address	
	Password	
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This App only supports using email address to log in.

The account and password are the same you use on our Web, if you have any questions pls contact your dear Tms

## Step 3 check your timetable

The "VIP" means this Slot is booked

The blank one is opened slot, which could be booked by students.

The Cancel button

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## Step 4 cancel classes or close the slots



1 Click the cancel button



② Choose the onesyou want to cancel orclose, then tap "NEXT"

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③ Fill in the reason, and tap "SUBMIT"

## Step 5 Check if the cancel is confirmed

(4) After submitting, you can see there are locks which means the cancel request is confirmed.

\*Please be noted Since the App is fresh out, when you submitting the cancel request, we suggest you to double check with your Tms.

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