

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

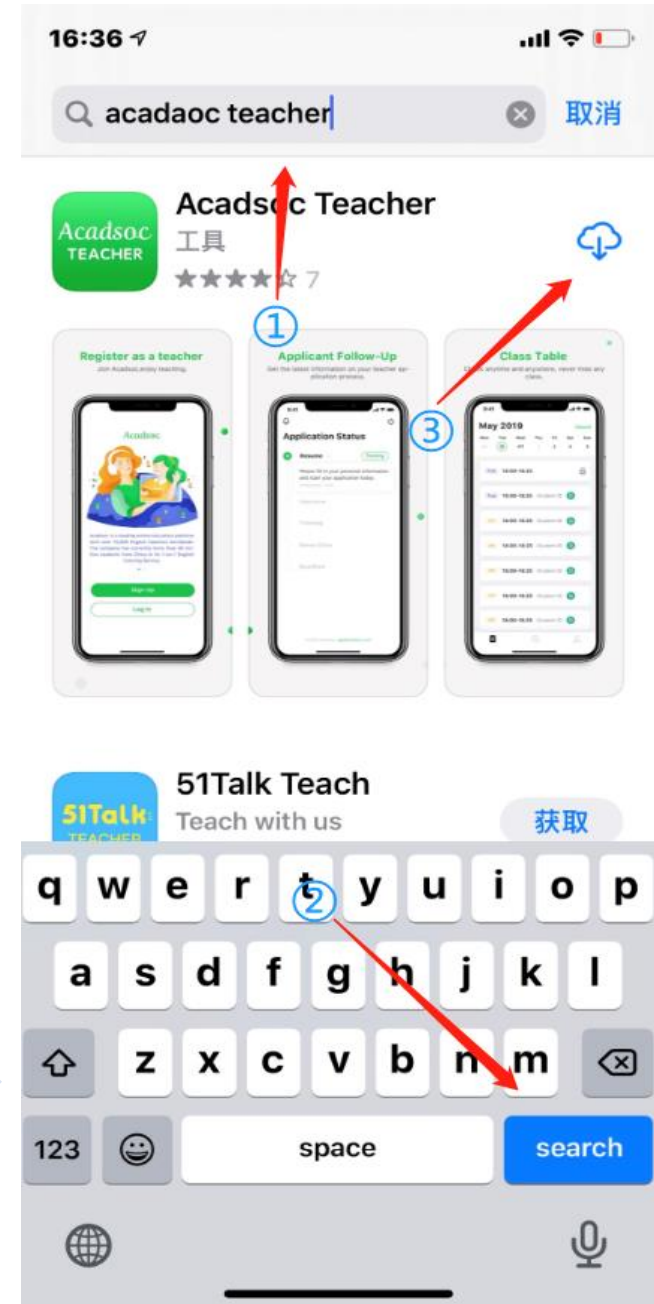
if you are using an iPhone, please open the Appstore



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

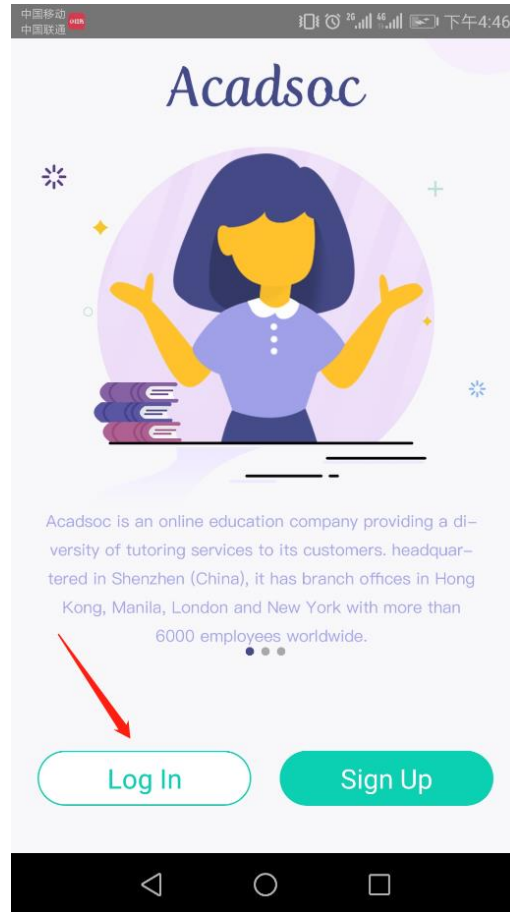


② Search “acadsoc teacher”

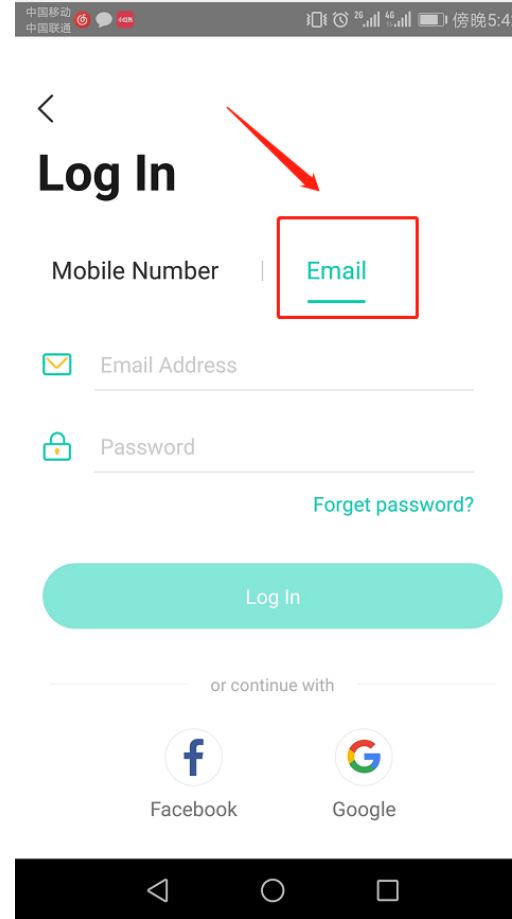


Step 2 Log In

①



②



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

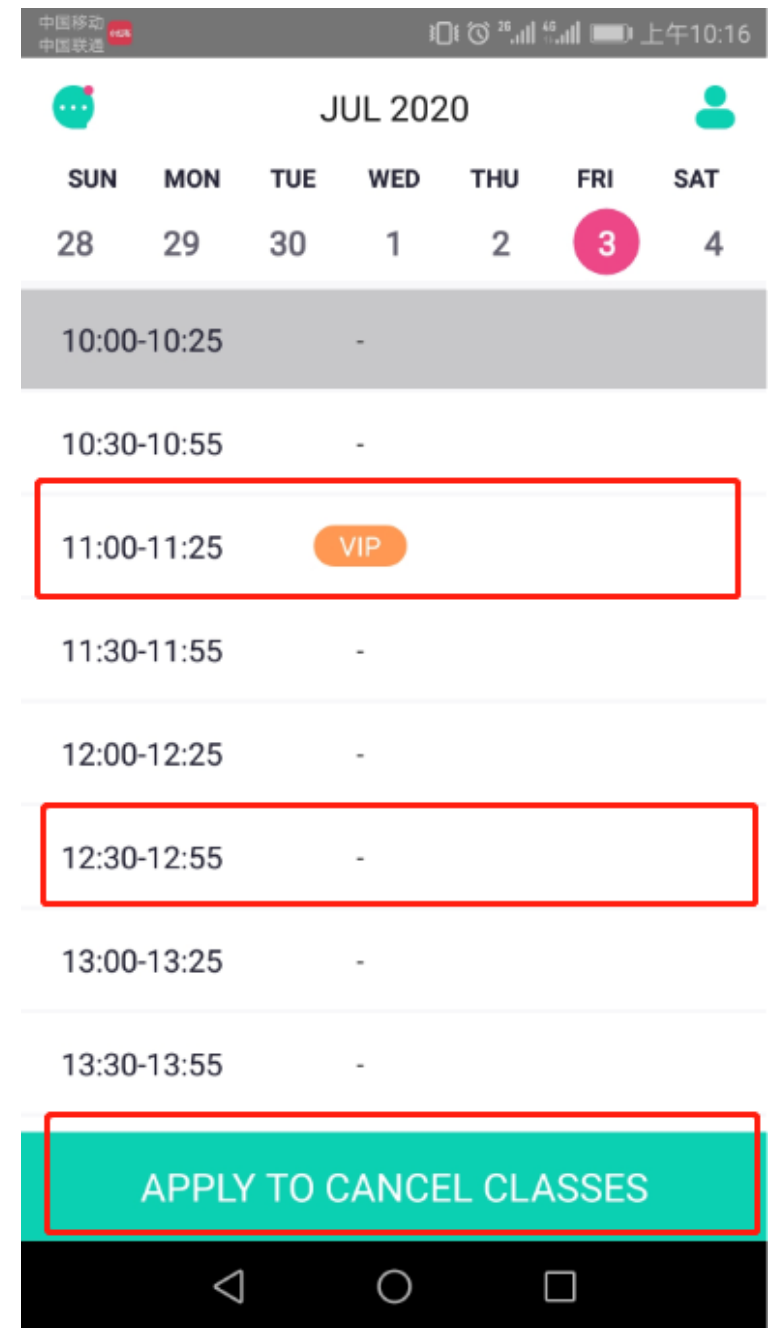
The "VIP" means
this Slot is booked



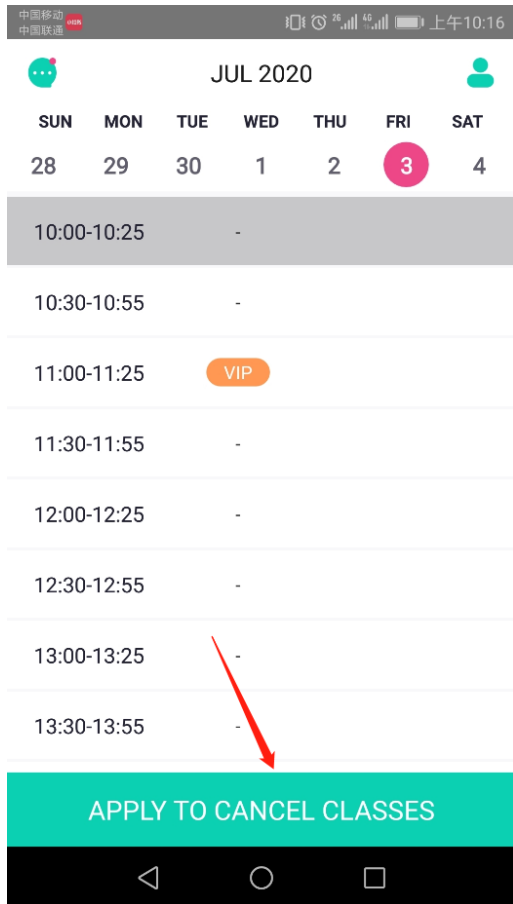
The blank one is
opened slot, which
could be booked
by students.



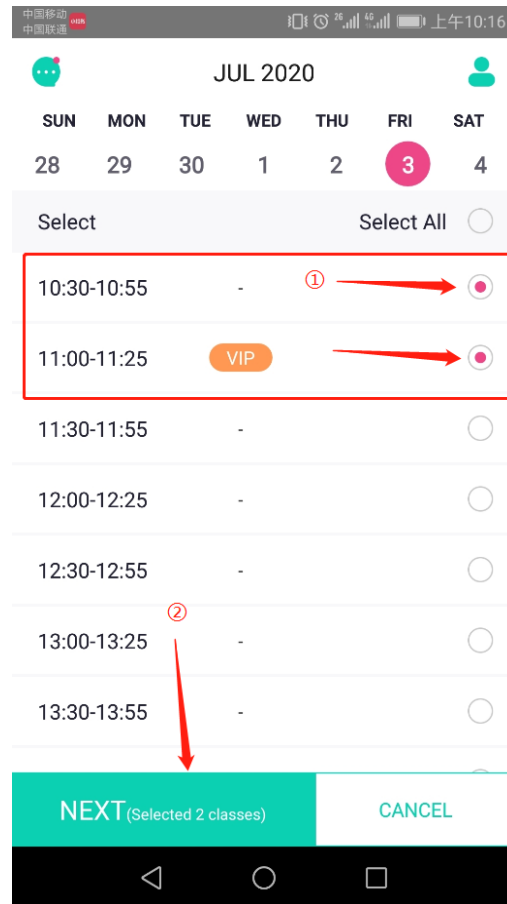
The Cancel button



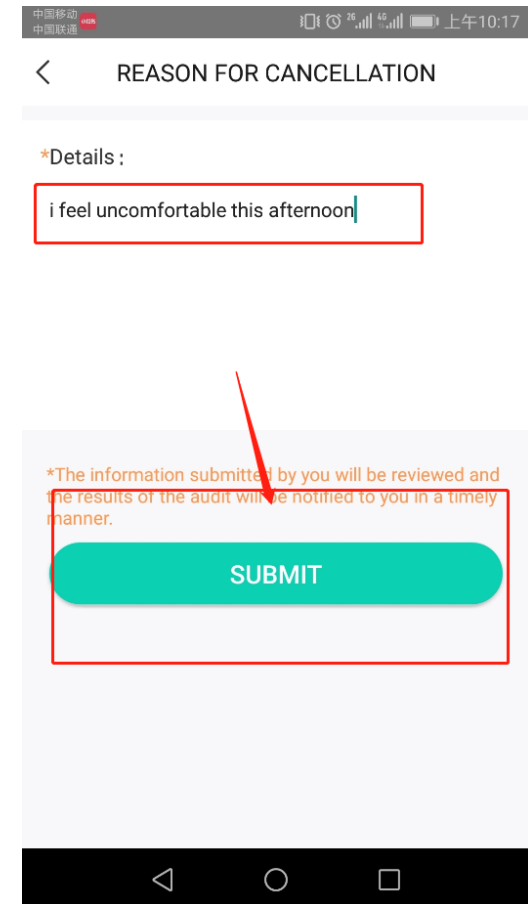
Step 4 cancel classes or close the slots



① Click the cancel button



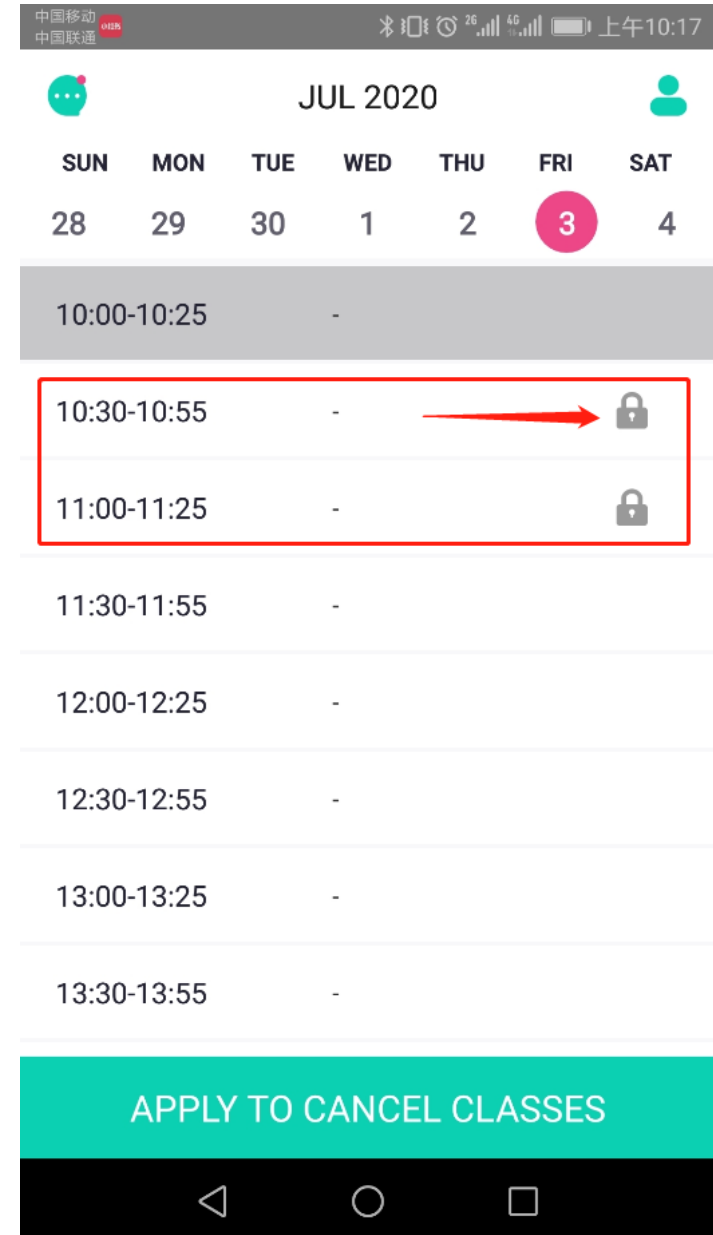
② Choose the ones you want to cancel or close, then tap "NEXT"



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.