Instructions: How to Request a Tutor on Navigate

1) From the Navigate homepage, under ‘Explore’ click on Appointments

2) At the bottom of the page, click ‘Schedule an Appointment’
3) Click on ‘What type of appointment would you like?’

4) Click “Tutoring” and click “Answer Next Question” at the bottom of the page.
5) Click “Peer Tutoring” and then at the bottom of the page click “Done for Reason”

6) Double check that your answers are correct, and click “Continue to next step” at the bottom of the page.
7. Click ‘which location do you prefer?’

8. Click ‘Center for Student Success at Yager Hall” then click ‘Answer Next Question’
9) A list of courses you are registered for should appear. Click the class you would like to be tutored in and click ‘Answer Next Question’

10) Review the information to ensure it is correct, then click ‘Continue to Next Step’
11) Select a date and time for your appointment that works with your schedule and click ‘Continue to Next Step.’ If no times work click ‘Request another time’.

12) Review all of the information to ensure it is correct. Then click “Confirm Appointment”
13) This page should appear to confirm the appointment was scheduled!

TO CANCEL AN APPOINTMENT

1. From the homepage, click ‘appointments’
2. Click on the appointment you would like to cancel
3. Click “Cancel Appointment”