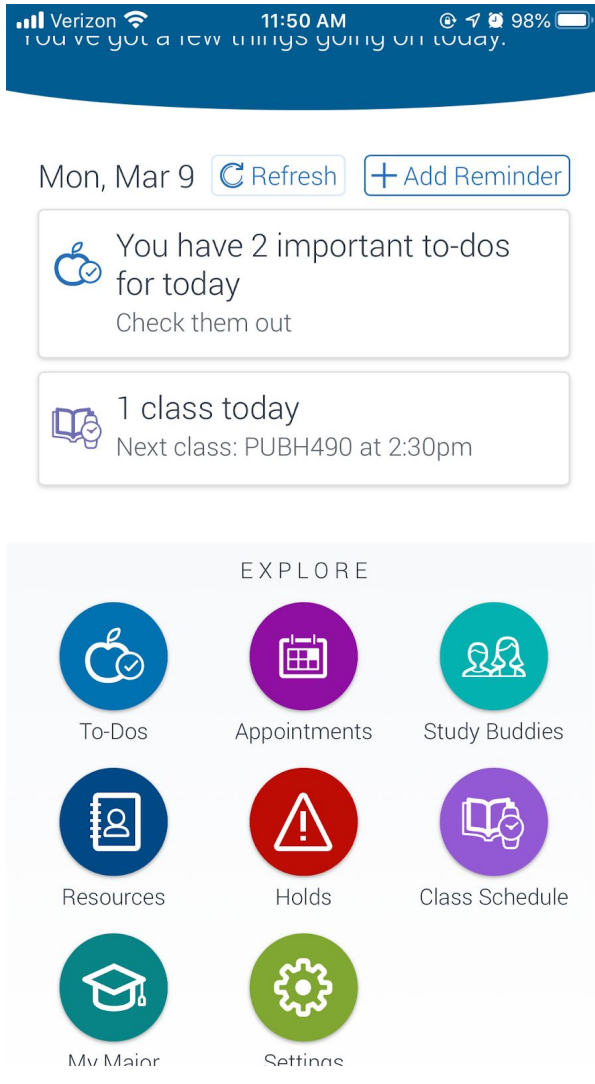
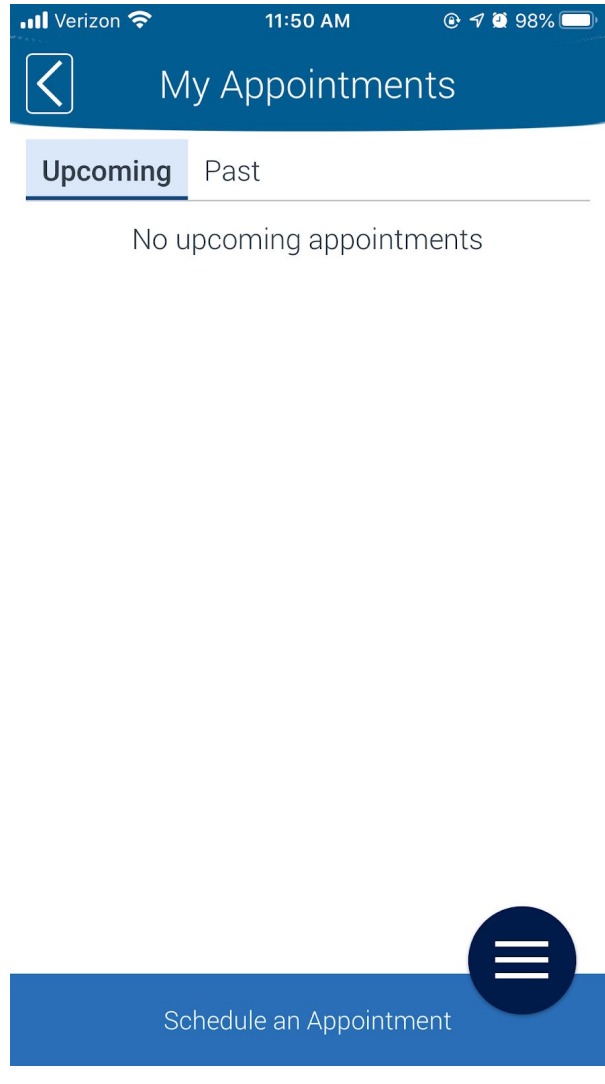


## Instructions: How to Request a Tutor on Navigate

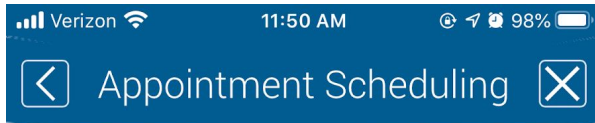
1) From the Navigate homepage, under 'Explore' click on Appointments



2) At the bottom of the page, click 'Schedule an Appointment'



3) Click on 'What type of appointment would you like?'



 Reason



Reason

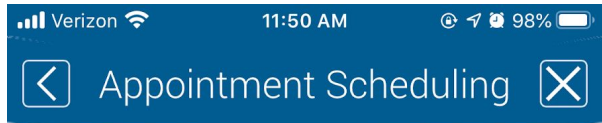
What type of appointment  
would you like to schedule?



Continue to Location & Staff



4) Click "Tutoring" and click "Answer Next Question" at the bottom of the page.



[< Back to Reason](#)

What type of appointment  
would you like to schedule?

☐ Academic Services

☐ Student Experience

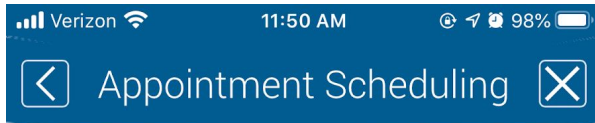
☐ Financial Affairs

☒ Tutoring

Answer Next Question



**5) Click “Peer Tutoring” and then at the bottom of the page click “Done for Reason”**



[← Back to Reason](#)

Choose from the following options and click Next.

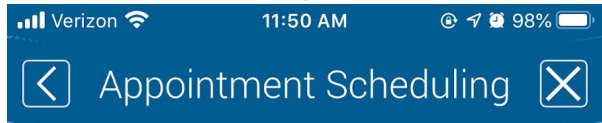
☒ **Peer Tutoring**

☐ Not Seeing What You Need? Click Next To Make A Request.

Done for Reason



**6) Double check that your answers are correct, and click “Continue to next step” at the bottom of the page.**



[Reason](#)



Reason

What type of appointment would you like to schedule?



**Tutoring**

Choose from the following options and click Next.



**Peer Tutoring**

Continue to Next Step



**7. Click 'which location do you prefer?'**

The screenshot shows a mobile app interface for 'Appointment Scheduling'. At the top, there's a blue header with a back arrow, the title 'Appointment Scheduling', and a close 'X' button. Below the header is a progress bar with three steps: a question mark icon, 'Location & Staff' (which is highlighted in blue), and a checkmark icon. Under the 'Location & Staff' section, the text 'Location & Staff' is displayed. Below this is a white box containing the question 'What location do you prefer?' and a blue 'Select' button with a right-pointing arrow. At the bottom of the screen is a light gray button labeled 'Continue to Next Step' with a right-pointing arrow.

**8. Click 'Center for Student Success at Yager Hall' then click 'Answer Next Question'**

This screenshot shows the same app interface as the previous one, but with the selection step completed. The 'Back to Location and Staff' link is now visible above the question box. The question box contains the text 'What location do you prefer?'. Below it, a light blue selection card is shown with a blue dot and the text 'Center for Student Success at Yager Hall'. At the bottom of the screen is a blue button labeled 'Answer Next Question' with a right-pointing arrow.

**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'**

The screenshot shows the 'Appointment Scheduling' app interface. At the top, there's a blue header with a back arrow, the title 'Appointment Scheduling', and a close 'X' button. Below the header is a link that says '< Back to Location and Staff'. The main content area is titled 'Choose from the following Courses' and contains a list of five courses, each with a radio button. The first course, 'EDUC-102-42222-B Educational Psychology', is selected. The other courses are 'PUBH-110-41916-3 Global Public Health', 'PUBH-490-41917-78 Public Health-Senior Thesis/Project', 'PUBH-495-44136-CL Public Health-Internship', and 'SOCI-115-42760-C Introduction to Social Work'. At the bottom, there is a blue button labeled 'Answer Next Question' with a right-pointing arrow.

Verizon 11:51 AM 97%

< Appointment Scheduling X

< Back to Location and Staff

Choose from the following Courses

- ☒ EDUC-102-42222-B Educational Psychology
- ☐ PUBH-110-41916-3 Global Public Health
- ☐ PUBH-490-41917-78 Public Health-Senior Thesis/Project
- ☐ PUBH-495-44136-CL Public Health-Internship
- ☐ SOCI-115-42760-C Introduction to Social Work

Answer Next Question >

**10) Review the information to ensure it is correct, then click 'Continue to Next Step'**

The screenshot shows the 'Appointment Scheduling' app interface at the 'Location & Staff' step. The top blue header is identical to the previous screen. Below the header, there are icons for help, location & staff, a calendar, and a checkmark. The title 'Location & Staff' is displayed. The first section, 'What location do you prefer?', has a blue button labeled 'Center for Student Success at Yager Hall' and an 'Edit' link. The second section, 'Choose from the following Courses', has a blue button labeled 'EDUC-102-42222-B Educational Psychology' and an 'Edit' link. At the bottom, there is a blue button labeled 'Continue to Next Step' with a right-pointing arrow.

Verizon 11:51 AM 97%

< Appointment Scheduling X

Location & Staff

What location do you prefer? > Edit

Center for Student Success at Yager Hall

Choose from the following Courses > Edit

EDUC-102-42222-B Educational Psychology

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'.**

Verizon 11:51 AM 97%

Appointment Scheduling

Available Times

Selected day and time **Mar 10 @ 4:30 PM**

Next Week >

SUN	MON	TUE	WED	THU	FRI	SAT
08	09	10	11	12	13	14
Mar	Mar	Mar	Mar	Mar	Mar	Mar
		(1)	(4)		(4)	

Before noon After noon

04:30 PM

Other Options

Request another time

Continue to Next Step >

**12) Review all of the information to ensure it is correct. Then click "Confirm Appointment"**

Verizon 11:51 AM 97%

Appointment Scheduling

Confirm

Peer Tutoring  
One Time Appointment

Tue, Mar 10  
4:30 - 5:30 pm  
Jacqueline Brathwaite  
Center for Student Success at Yager Hall

Anything specific you want to discuss?

Comments for your ...

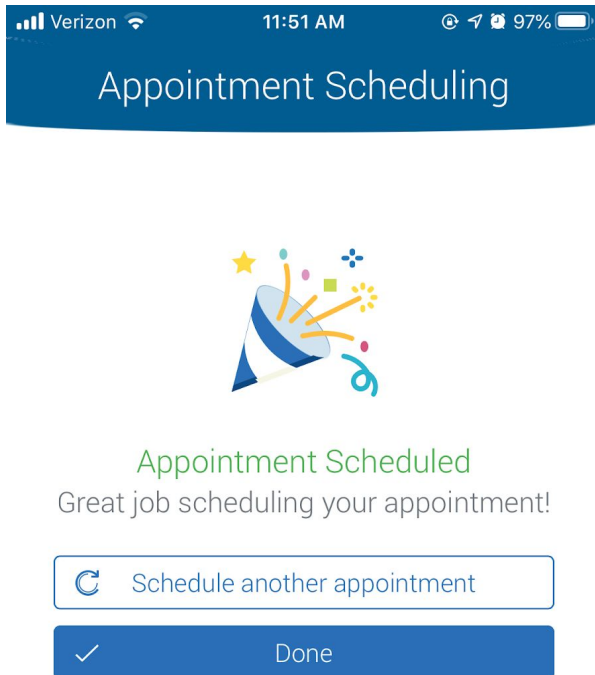
Appointment Reminder

☒ Send email to *desantob@hartwick.edu*

☐ Send text message

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"**