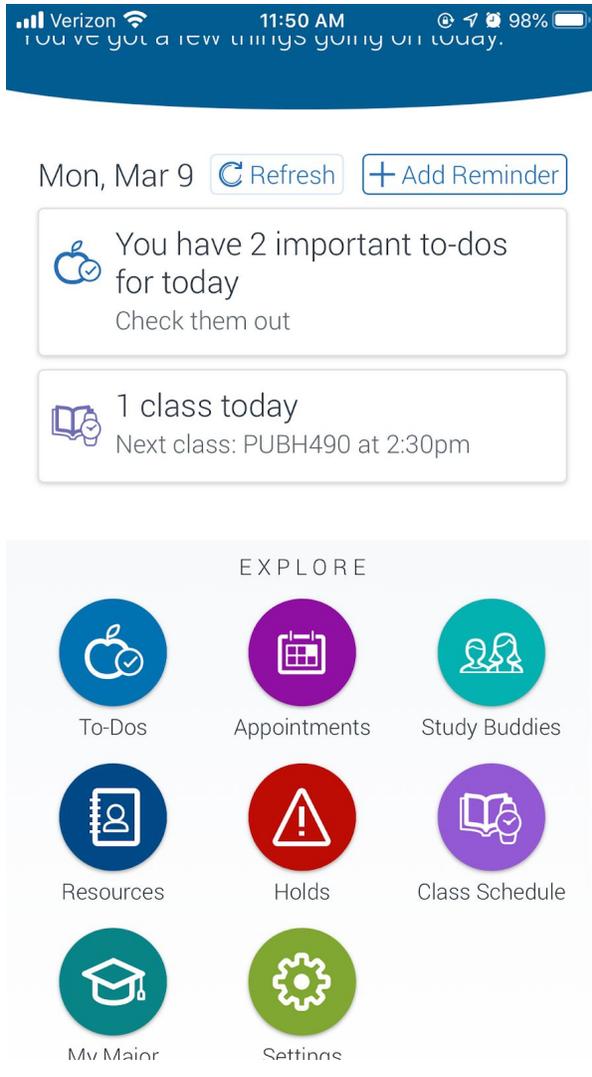
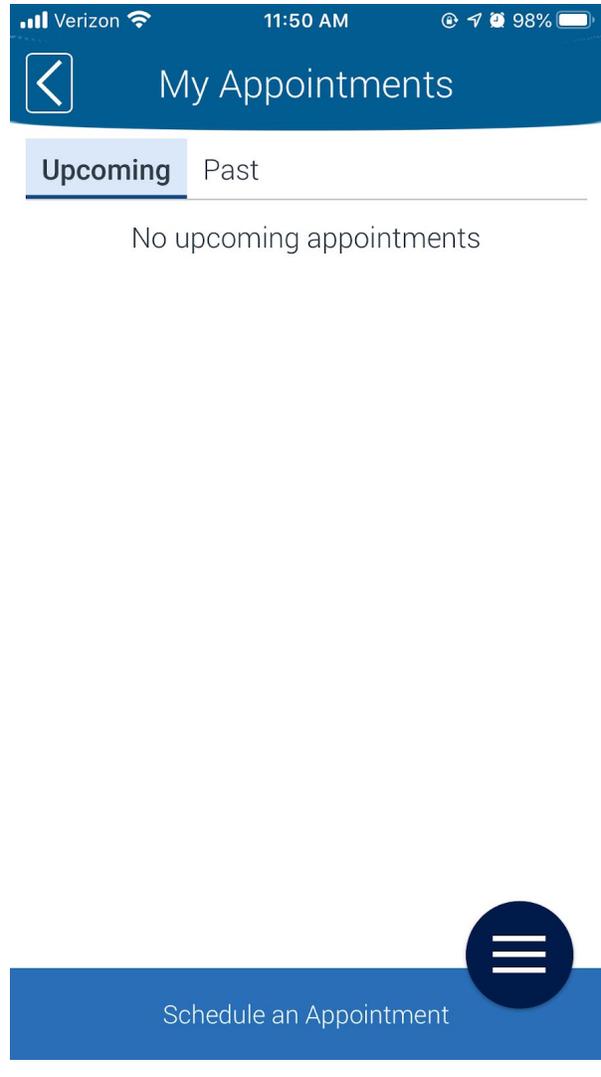


Instructions: How to Request a Tutor on Navigate

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?  Select

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?'



Location & Staff

What location do you prefer?

>
Select

Continue to Next Step >

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



< Back to Location and Staff

What location do you prefer?

Center for Student Success at Yager Hall

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'

Verizon 11:51 AM 97%

Appointment Scheduling

[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'

Verizon 11:51 AM 97%

Appointment Scheduling

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						
		(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 ...

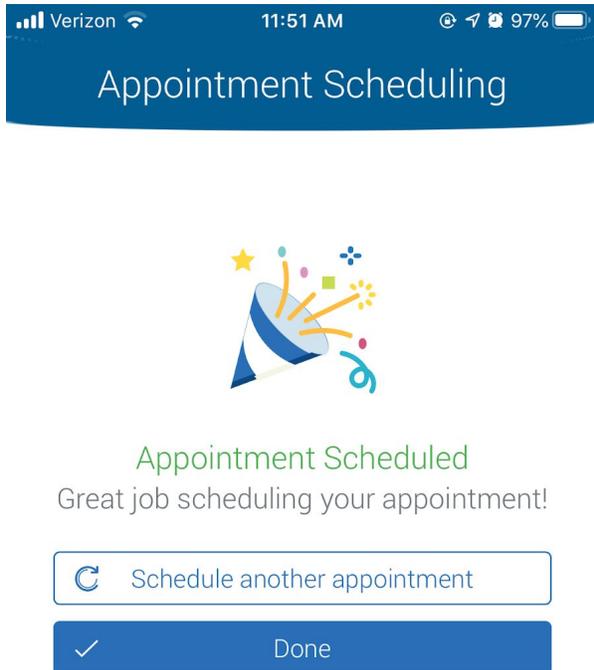
Appointment Reminder

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"**