Making Appointments

Log into your myState account and select The Learning Center: Tutoring by Appointment as shown below.

Select Appointments under the Center Attendance tab.
Select Wizard on the new window.

Check the box next to All Days and click on the Next button to view which days tutoring will be available.
Select the class you are looking to schedule a tutoring appointment. The class you select will show up highlighted as seen below. Click the Next button to continue.

Check the box next to the tutor you wish to schedule an appointment with and then click the Next button.
Click the drop down arrows next to the tutors’ name to view their schedules.

Select a time by clicking on one of the green squares that best fits your schedule.
Once you click on one of the green squares, this window will pop up. This window is asking you if you would like to make the appointment reoccurring throughout the semester. Normally, you will select the “No, one-time” button.

After the pop up window closes, your appointment will show up as a lighter green, as shown below. You will then click the next button.
This page will show you an overview of your appointment. To confirm your appointment, click the “Finish” button on the top of the page.

You have now successfully scheduled a tutoring appointment.
Deleting Appointments

Begin by logging into your myState account, and selecting The Learning Center: Tutoring by Appointment. Then select Appointments under the Center Attendance tab, and click View All.

Check the box next to the Appointment you wish to delete.
After checking the box, click on the Cancel button at the top of the page.

Click the Yes button to confirm that you want to cancel your appointment.
You have now successfully cancelled your appointment.