# Making a Tutoring Appointment

A. Accessing the Schedule Tutoring App

   ① Sign-in to collin.onelogin.com

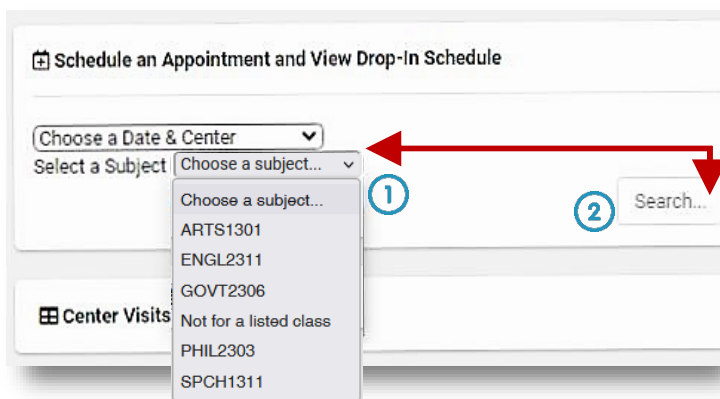   ← Scan me

   ② Choose the Schedule Tutoring Tile:

B. Navigating the Dashboard to Make an Appointment

   ① Under "**Schedule an Appointment and View Drop-In Schedule**", choose your subject. *(Note: If you need help outside of your registered course, choose "Not for a listed class")*

   ② Click on the **Search** button.

C. Choosing Your Preferred Campus and Date for an Appointment

   ① Under **Location**, select your preferred campus or online tutoring.

   ② Then, choose what **center** or type of tutoring you'd like.

   ③ Lastly, **select a date**—either choose "Soonest available" to book the earliest available appointment at any campus OR set a date for a future appointment.

   ④ **Select Search.**

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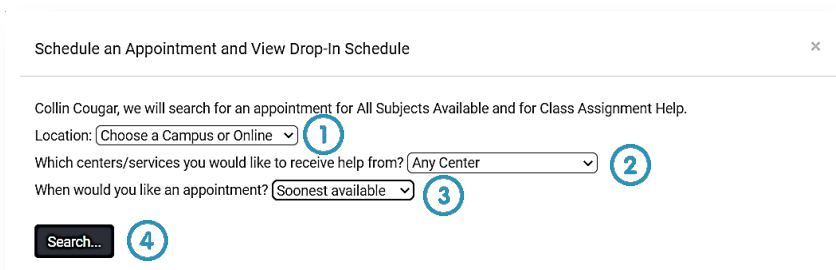
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## D.  Choosing Your Preferred Time_____

① An appointment window will pop-up. **Choose your preferred day / time and tutor.**



## E.  Navigating the Appointment Form and Confirming the Appointment_____

① Answer the **required questions** on the form.
② Click the **confirm** button on the bottom of the form. An email confirmation of your appointment will be sent to your Collin email address (@collin.edu).
③ You can **upload a file** for the tutor to review by clicking on the Document tab and choosing your file. This is **required for online** tutoring, optional for in-person.