

Making a Tutoring Appointment

A. Accessing the Schedule Tutoring App

① Sign-in to collin.onelogin.com



← Scan me

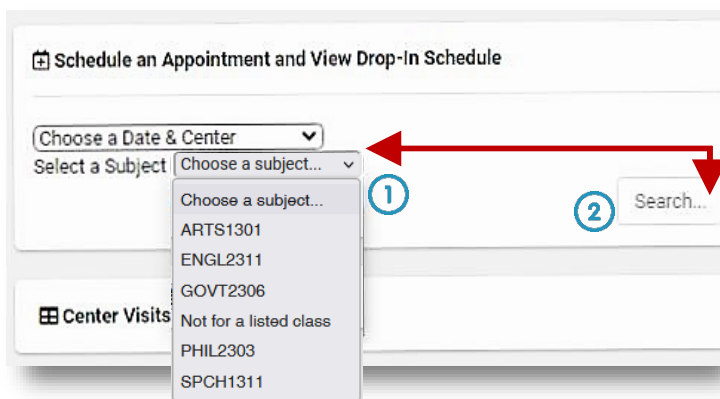
② Choose the Schedule Tutoring Tile:



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.



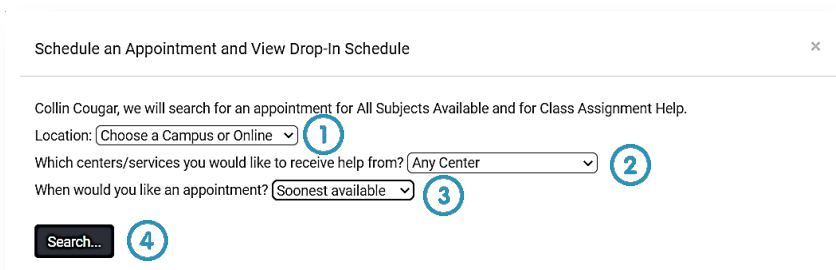
C. Choosing Your Preferred Campus and Date for an Appointment

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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D. Choosing Your Preferred Time

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

Schedule an Appointment and View Drop-In Schedule

Find the availability below that works for you, and click on the box.
There are 15 slots of time available, please choose one that works for you... Choose a different

Mon, Aug 22 2022

Time Slot	Date	Session Type	Tutor
100p-130p	Mon Aug 22	1 on 1 In-Person	Therizo Casillas
Wylie Math Lab/Science Den			Wylie APCA: Science Den
130p-200p	Mon Aug 22	1 on 1 In-Person	Therizo Casillas
Wylie Math Lab/Science Den			Wylie APCA: Science Den
200p-230p	Mon Aug 22	1 on 1 In-Person	Therizo Casillas
Wylie Math Lab/Science Den			Wylie APCA: Science Den
230p-300p	Mon Aug 22	1 on 1 In-Person	Mark Lovil
Wylie Math Lab/Science Den			Wylie APCA: Math Lab
300p-330p	Mon Aug 22		Mark Lovil

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.

Confirm booking this appointment in **Wylie Writing/Reading** with **Janie** on **Mon, August 21st 2023** for **Not for a listed class**

Start Time: 01:00pm End Time: 01:30pm Duration (Hr:Min): 30

Meeting Type: In-Person

Student Document **3**

I understand tutors offer advice/instruction based on their knowledge and experience, but I retain control over my own work and am responsible for knowing/meeting the guidelines.

1 On what type of assignment or project do you need help?

If necessary, my appointment may be moved to another consultant.
 Yes No

Sched By: 2023-08-17 10:26:14 Student Collin Cougar
Sched Mod By: 2023-08-17 10:26:14

2 Click Confirm in order to Confirm this appointment. This availability will expire at 2023-08-21 12:45:00.

