How to Schedule a Tutoring Appointment in Navigate

Step 1. Go to <u>http://etsu.campus.eab.com</u>. Log in to your account using your ETSU username (your ETSU email without the @etsu.edu part) and password.

Step 2. Click the blue "Make an Appointment" button in the upper right corner.



Step 3. Select tutoring from the drop-down menu, then pick the service you would like (tutoring for a course, writing, study skills, etc.), and choose a day, and click the blue "Find Available Time" button.

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For help scheduling an appointment, call 423-439-7111 or stop by the CFAA on the 1st floor of the Sherrod Library!

Step 4. If you chose "Tutoring for a Course," select the course you would like tutoring for to see available times. If you don't see your course listed, we do not have a tutor for that course. You can also choose to only see times for a specific tutor, or you can just click the time that works best with your schedule.

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| Start Search by came | | Staff | |

Step 5. Complete the appointment form by selecting if you would like to meet in person or virtually. In the "Would you like to share anything else?" box, please add details about what you would like help with. Be as specific as possible so your tutor can prepare! Click the blue "Schedule" button at the bottom to save your appointment.

| Search by type | ~ |
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| You are seeing the meeting types available for this time slot. | |
| Would you like to share anything else? | |
| Add your comments here | |
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