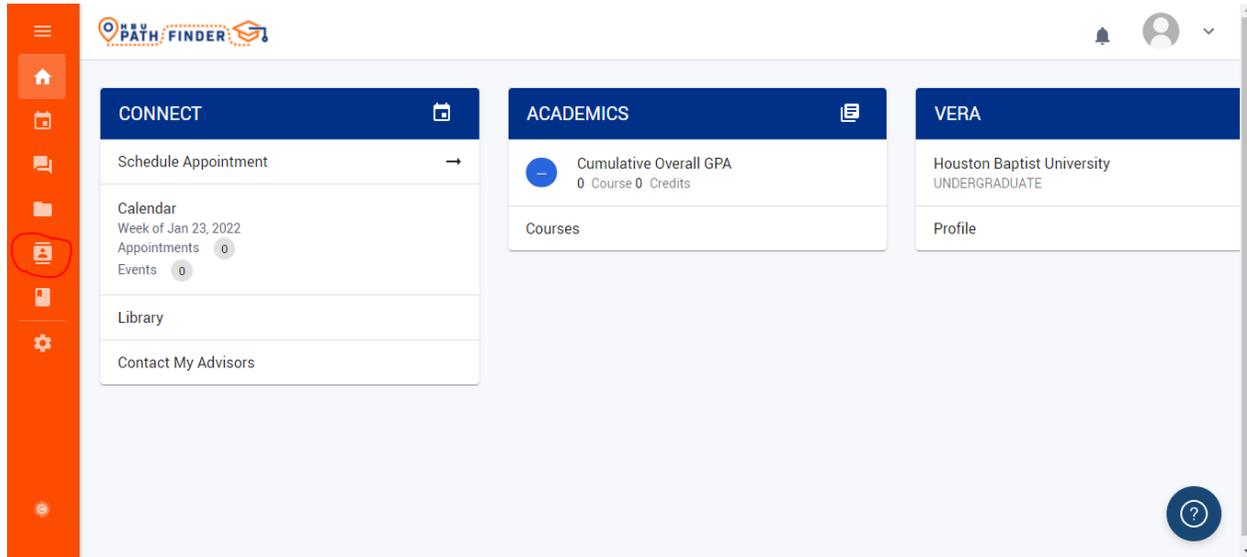
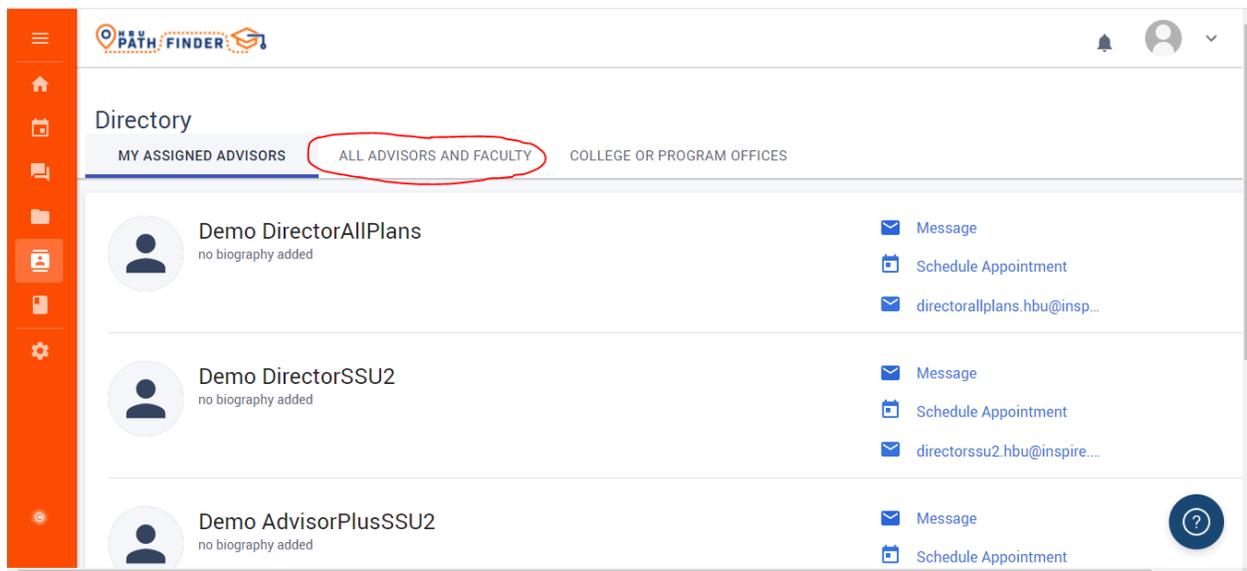


How to Schedule a Tutoring Appointment on Pathfinder:

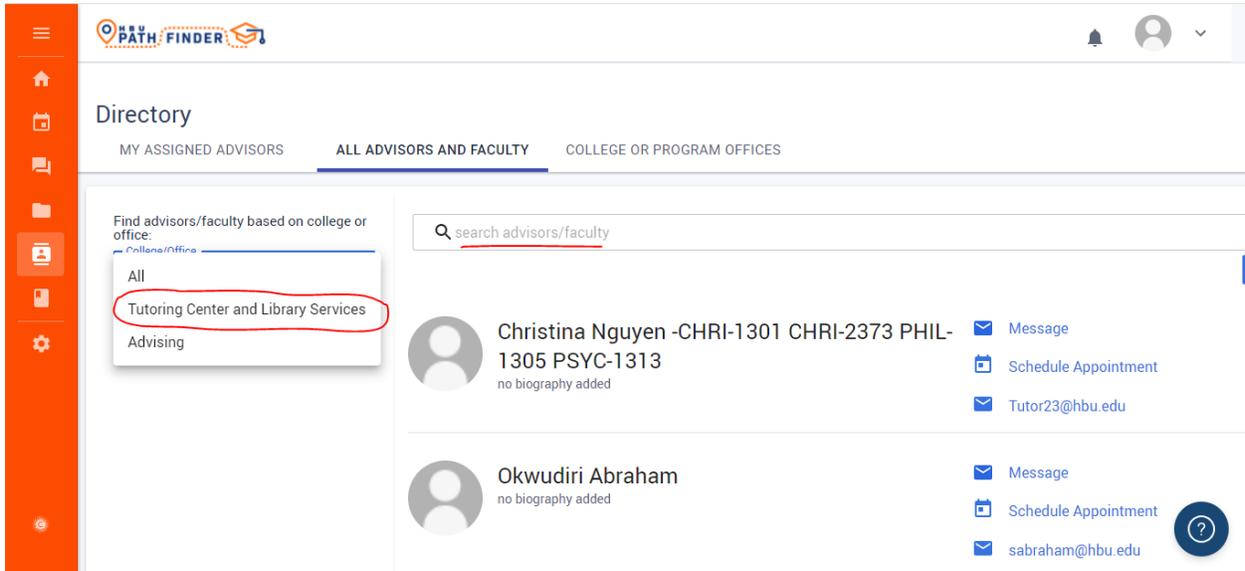
Step 1: On Pathfinder go to the orange menu on the left side and click on the tab with the person icon which is the “Advising Directory”



Step 2: Click on the middle tab that says “All Advisors and Faculty”

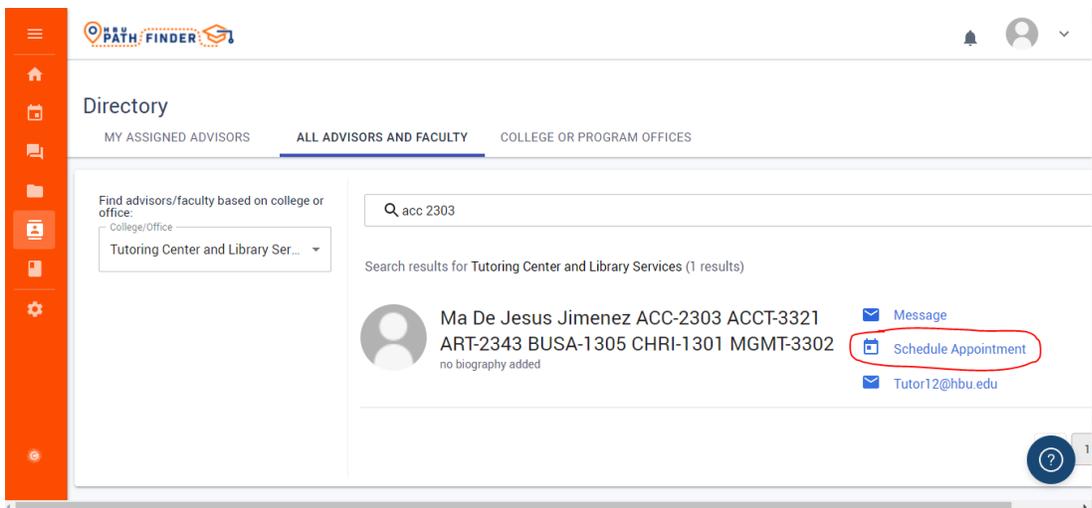


Step 3: Go to the “Find advisors/faculty based on college or office:” and select “Tutoring Center and Library Services”



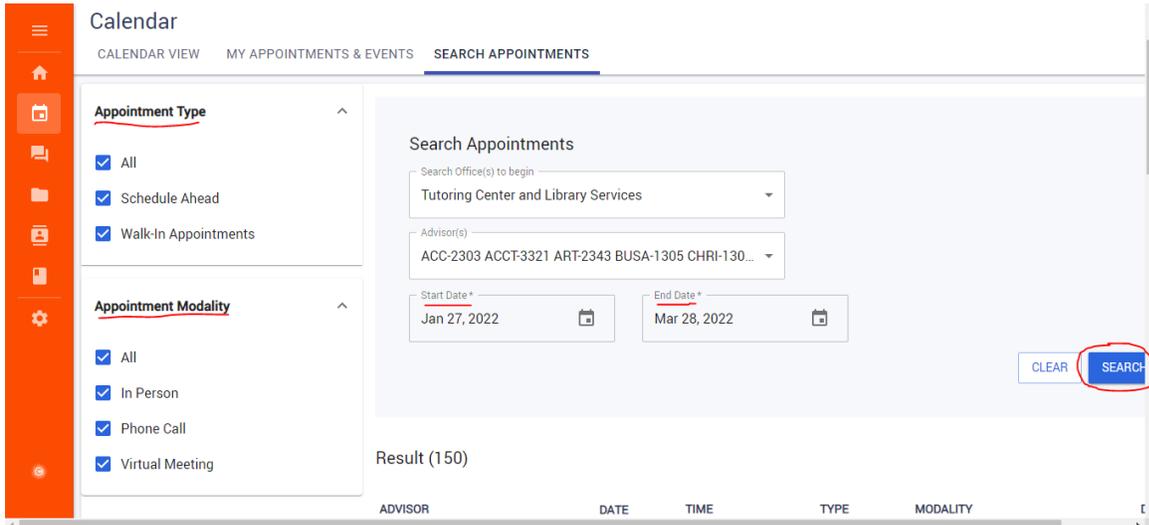
Step 4: Use the search bar to search for the class you are wanting to get tutoring for ex:ACC-2303

Step 5: A list of tutors for that class will pop up, there may be several or only one. When you find one, on the right side of their name click “Schedule Appointment”

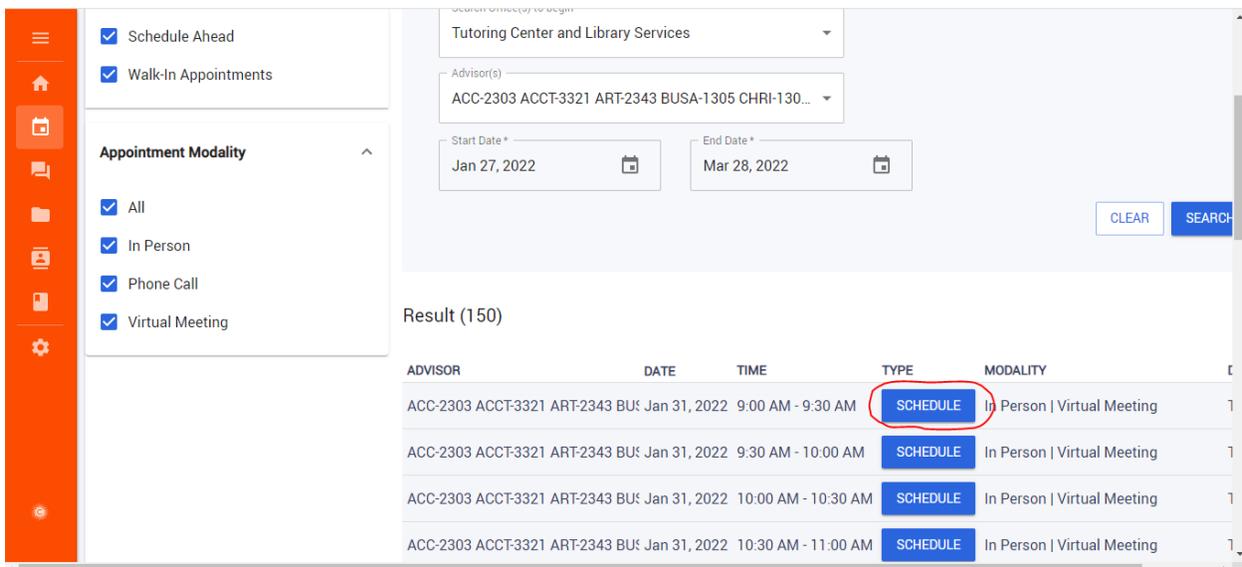


Step 6: On the left side of this page you can check your preferences for what type of appointment you would like to make (in person, virtual, etc.), you can also change the date(s) for how long you want to use the tutoring services.

Step 7: When you have that set the way you want, click the search button on the far right side.



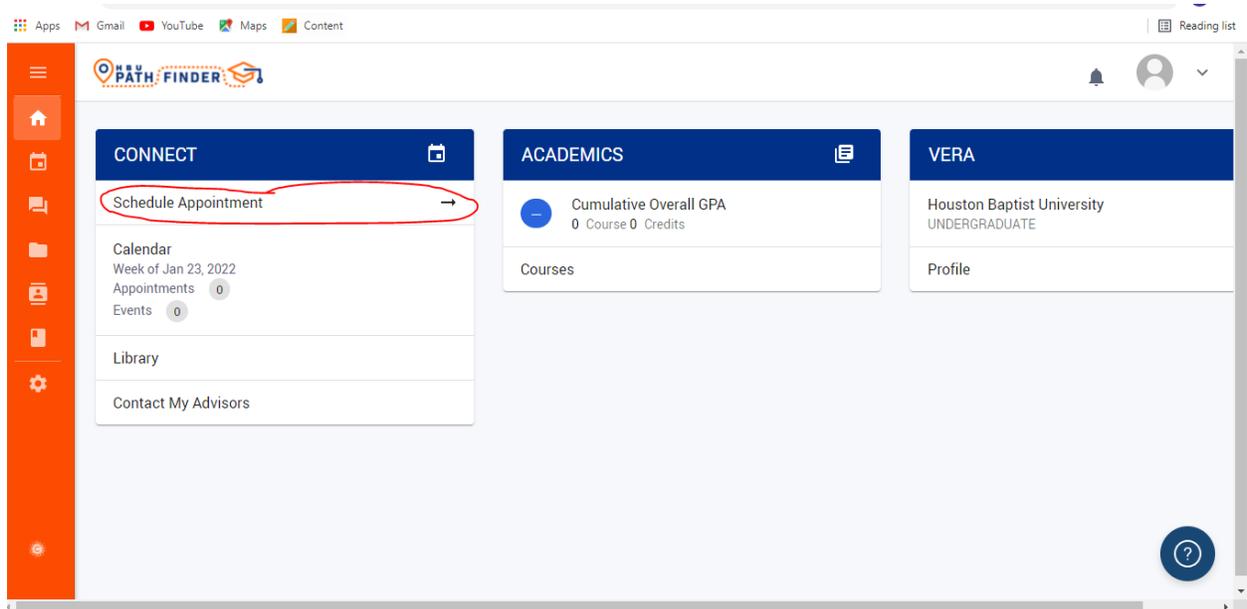
Step 8: A list of all the available times the tutor has will appear below, you chose one with a time that works for you and Click “Schedule”



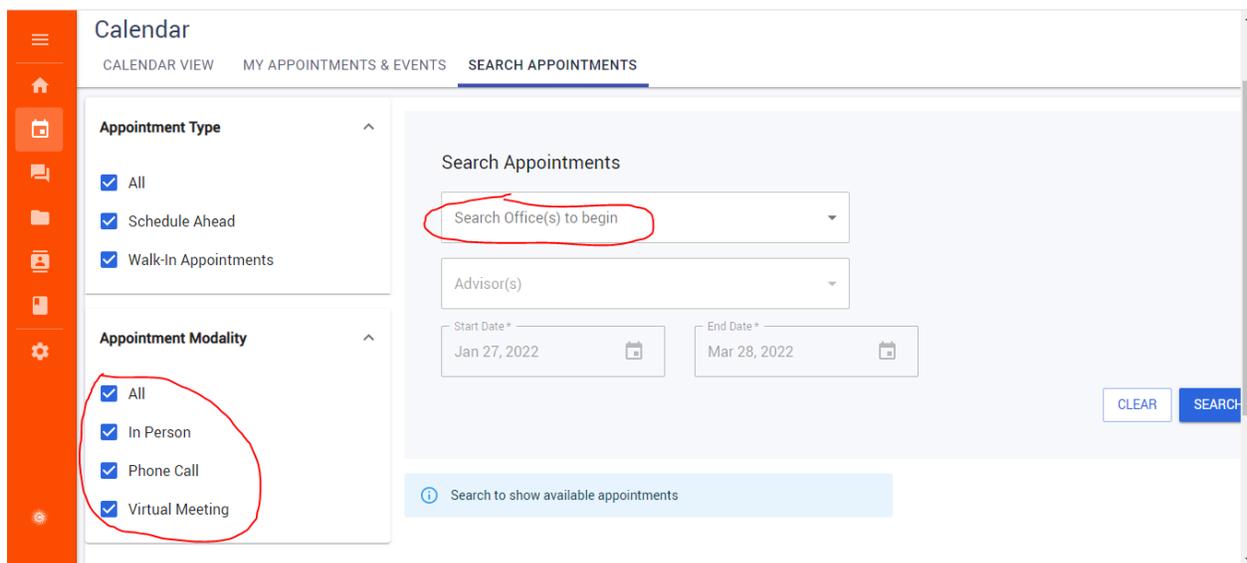
Step 9: Once it is scheduled you will receive a confirmation email for the appointment.

Second way:

Step 1: Go to pathfinder and click “Schedule Appointment”



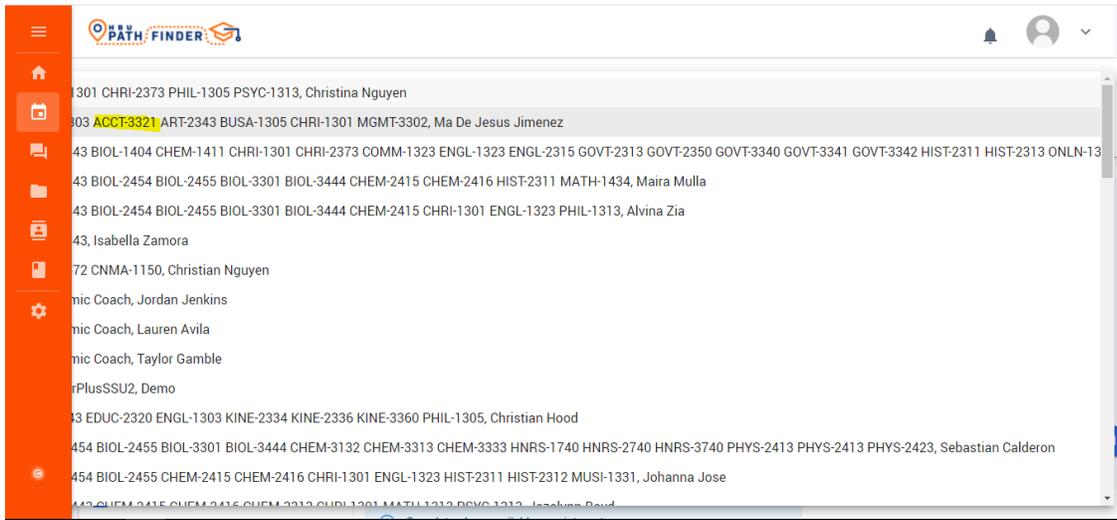
Step 2: Check the preferences that you want on the left side under “appointment type” and “appointment modality” This will narrow the search for the specific type of appointment that you want (in person, virtual, etc.) so that only that type of appointment will show up in the search.



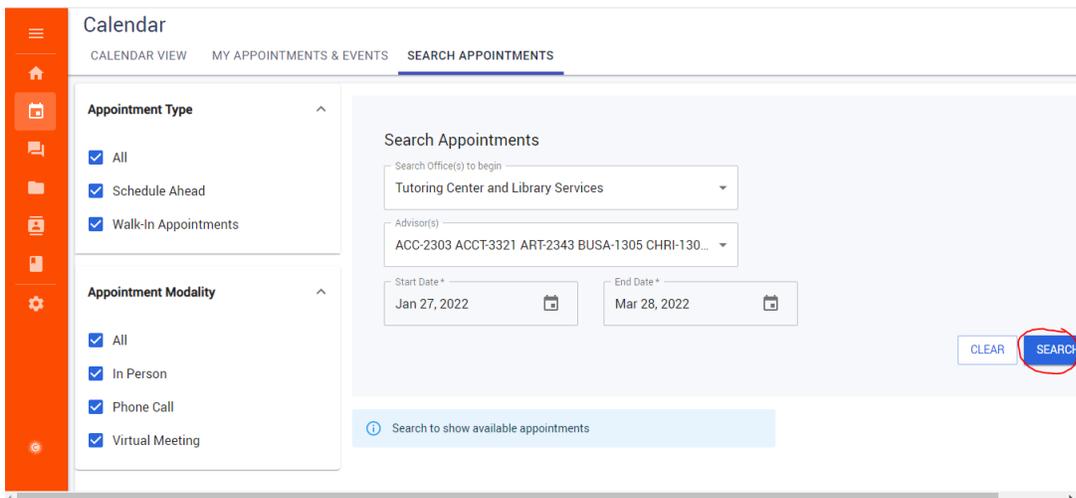
Step 3: Go to the middle under “search appointments”, click on the first tab and select “Tutoring Center and Library Services”

Step 4: Click on the next tab that says “Advisors” and this will pull up a list of all the tutors and the courses that they tutor in.

Step 5: Search for the course that you are looking for and select that person. For example, if I was looking for a tutor for ACC-3321 I would click on the line with the highlight because I see that tutor has that course .



Step 6: That will bring you back to the page where you can see all the details of the appointment. Once you make sure it is all correct you will click the blue “Search” button on the far right.



Step 7: Now a list of all the available times the tutor has will appear below, you chose one with a time that works for you and Click “Schedule”

The screenshot shows a scheduling interface. On the left is a navigation sidebar with icons for home, calendar, messages, folders, user profile, documents, and settings. The main area has a search filter for 'Tutoring Center and Library Services' and 'Advisor(s)' set to 'ACC-2303 ACCT-3321 ART-2343 BUSA-1305 CHRI-130...'. The start date is 'Jan 27, 2022' and the end date is 'Mar 28, 2022'. There are 'CLEAR' and 'SEARCH' buttons. Below the search area, it says 'Result (150)'. A table lists available appointment slots with columns for ADVISOR, DATE, TIME, TYPE, and MODALITY. The 'TYPE' column contains 'SCHEDULE' buttons, with the first one circled in red. The 'MODALITY' column shows 'In Person | Virtual Meeting'.

ADVISOR	DATE	TIME	TYPE	MODALITY
ACC-2303 ACCT-3321 ART-2343 BU!	Jan 31, 2022	9:00 AM - 9:30 AM	SCHEDULE	In Person Virtual Meeting
ACC-2303 ACCT-3321 ART-2343 BU!	Jan 31, 2022	9:30 AM - 10:00 AM	SCHEDULE	In Person Virtual Meeting
ACC-2303 ACCT-3321 ART-2343 BU!	Jan 31, 2022	10:00 AM - 10:30 AM	SCHEDULE	In Person Virtual Meeting
ACC-2303 ACCT-3321 ART-2343 BU!	Jan 31, 2022	10:30 AM - 11:00 AM	SCHEDULE	In Person Virtual Meeting

Step 8: Once it is scheduled you will receive a confirmation email for the appointment.