Step 1: Login to your MyGS Homepage

Step 2: Schedule through your EAB Navigate account (same way you schedule and advising appointment):
Step 3: Select the blue *Get Assistance* button in the top right hand corner of the page.

Step 4: From the drop-down menu select *Tutoring*.
Step 5: Select *Virtual Tutoring*

Step 6: Select the reason for your visit, then click *Next*.

Step 7: Select *Virtual Appointment* as your location.
Step 8: Select an available course from your current class schedule that you see a tutoring appointment for.

![Choose a course](image)

Step 9: After selecting your location, leave the next block *blank* so you can view all available appointments and just click *next*.

![Leave blank if you want to view all of the available appointments offerings](image)

Step 10: Click to your day of choice and select from available appointment times.

![Times From March 04 To March 08](image)
Step 11: Select a time from the drop-down menu.

Step 12: This is your screen to review for accuracy of the appointment you are scheduling before confirming the appointment. Review the details, leave your tutor a comment for what you specifically are needing assistance with, and then press confirm appointment.

Confirm appointment date & type

Include notes to your tutor of what you need assistance with.

Click “Confirm” to officially schedule the appointment.
Step 13: Review appointment details. You will also receive an automatic appointment confirmation email to your Georgia Southern email account.

Prior to your appointment

- Ensure you have materials readily available that you want to discuss with the tutor.
- Ensure to check your speaker, microphone, and video connection before the appointment begins.
- At time of appointment, ensure you utilize the link provided by your tutor to “join”