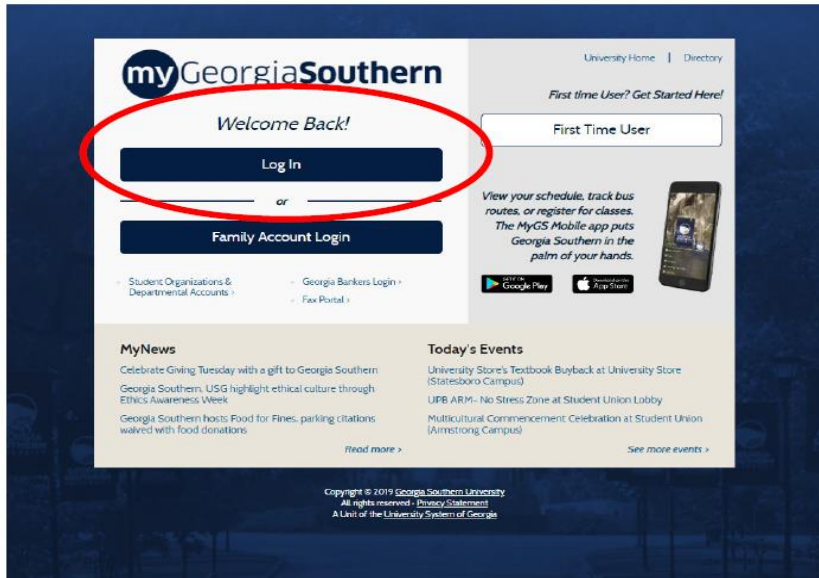# Academic Success Center-Instructions for Scheduling a Virtual Tutoring Appointment in EAB Navigate
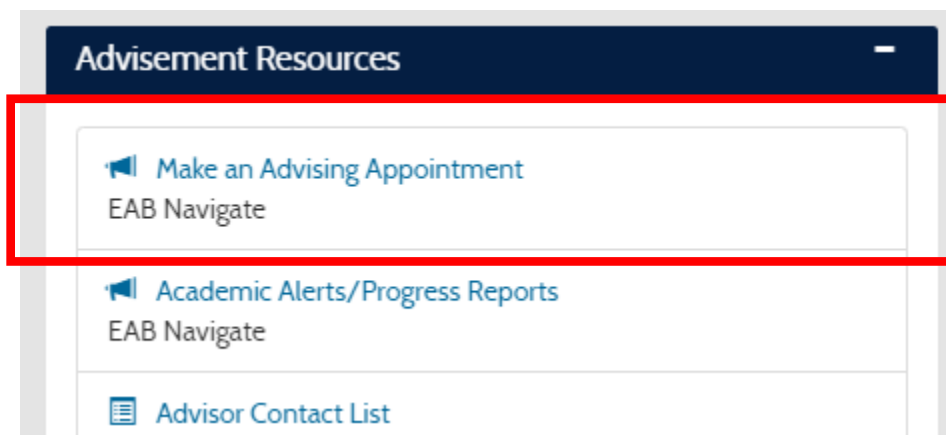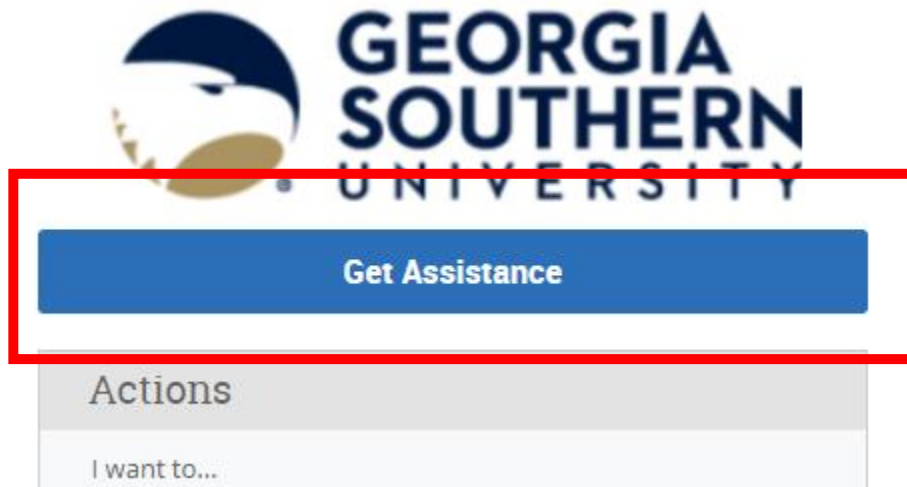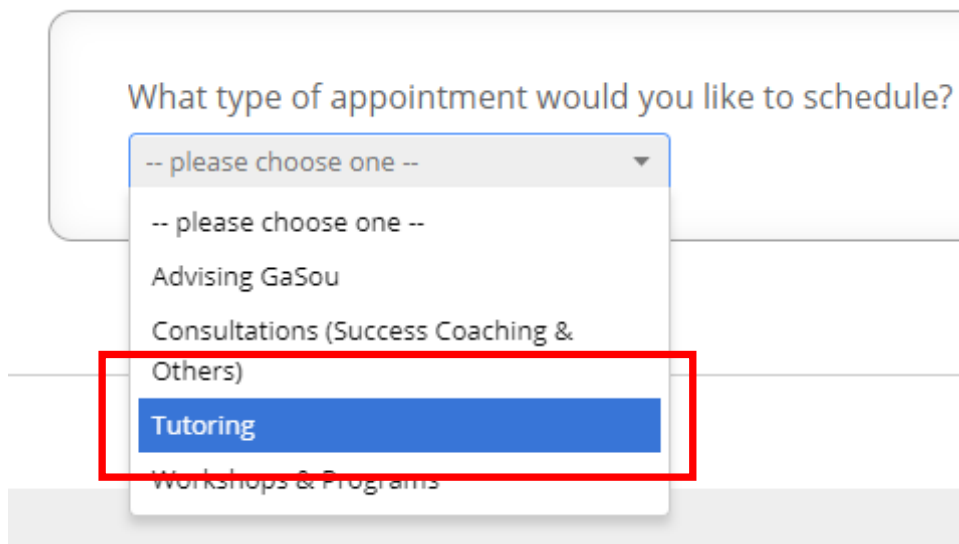
Step 1: Login to your MyGS Homepage

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*

Are you looking for tutoring in person or online (virtual)?

-- please choose one --

-- please choose one --

Virtual Tutoring

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

Are you looking for tutoring in a class you're in now (

-- please choose one --

-- please choose one --

Course-based Tutoring

Step 7: Select *Virtual Appointment* as your location.

-- please choose one --

-- please choose one --
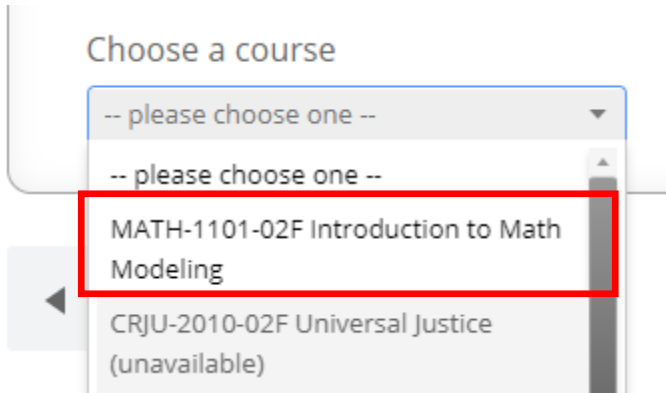
College of Business, Room 3337

Henderson Library 1st Floor (behind glass wall)

Herty Building, Room 1118

Math/Physics Building, Room 3000

Virtual Appointment

Step 8: Select an available course from your current class schedule that you see a tutoring appointment for.

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

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

Step 11: Select a time from the drop-down menu.
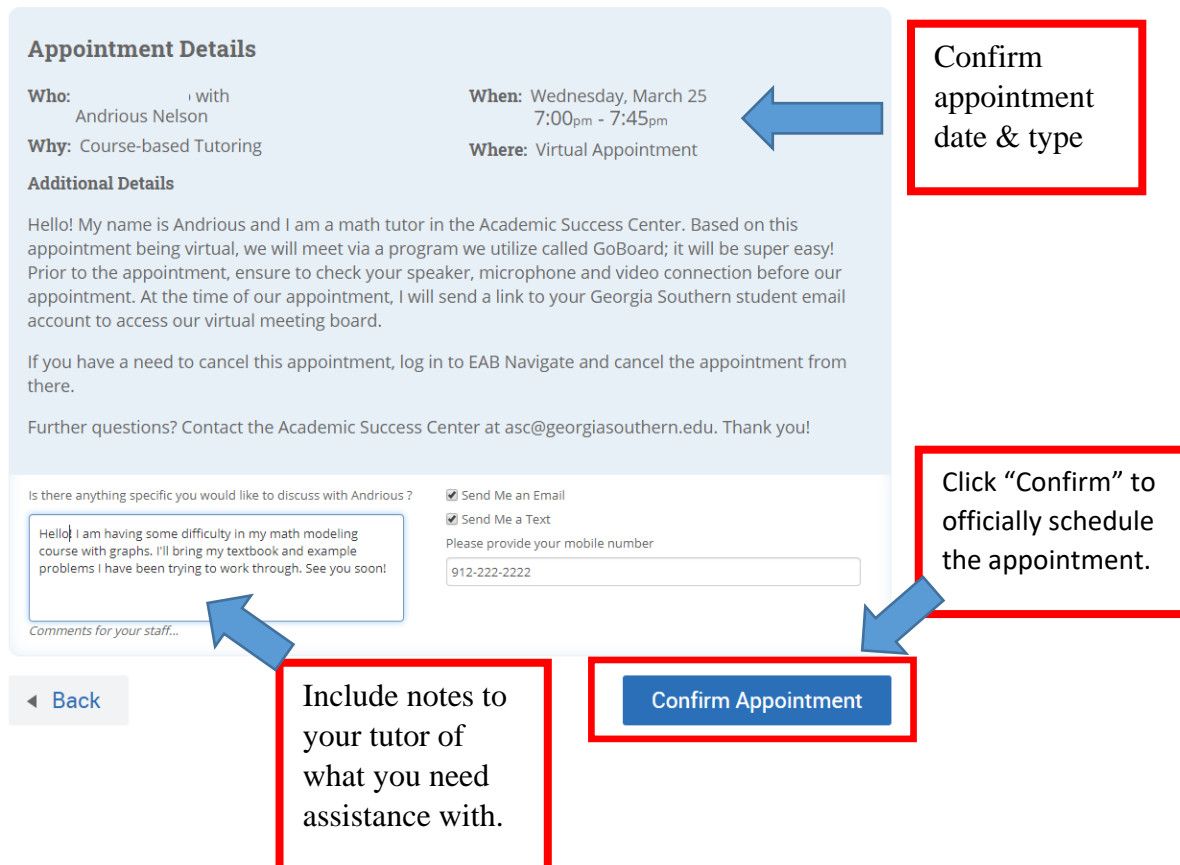
Step 12: This is your screen to review for accuracy of the appointment you are scheduling **before** confirming the appointment. Review the details, leave your tutor a comment for what you specifically are needing assistance with, and then press *confirm appointment*.

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"