

# How to Sign Up Online for a Tutoring or Testing Appointment

## 1.Log in to VUX.

2. Click on the "Schedule Tutoring" card.



3. Click on the "Logon to WebGateway" button

Web Gateway AccuSQL



4. Click on the "Appointments" button



5. Click on the "Create Appt. Student" button





## 6. Select the appropriate Category and Activity and click "Next"

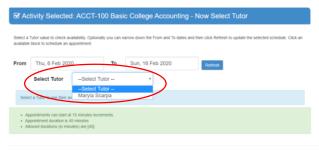
	Appointments - Select Category & Activity
4	- Select Category -
	- Select Activity -
1	Appointment Selection Type:
(	Multi-day View (single Tutor)
(	Single-day View (all Tutors)
	Show available only (applies to [Multi-day View])

#### **TUTORING APPOINTMENT**

- To create a tutoring appointment, choose tutoring
  - If you choose tutoring, then click on the drop down and choose the class for which you are wanting to a tutoring appointment.



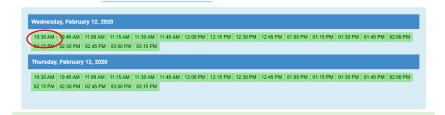
• Then use the drop down to select a tutor



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• Next, click on the time you would like to book an appointment



• Click on the "Schedule" button to confirm the appointment



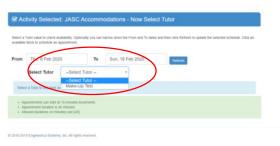


### **TESTING APPOINTMENT**

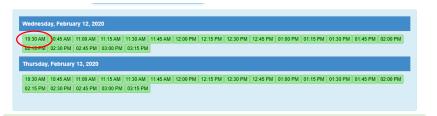
- To create a testing appointment to take a test with accommodations or for a make-up test, choose testing.
  - Then click from the drop down box if the test for accommodation testing or make-up testing and click "Next"



• Then select "Make-up Test" from the Select Tutor drop down



 $\circ$   $\;$  Next, choose the time you would like to book an appointment for the test



o Click on the "Schedule" button to confirm the appointment

