



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

Click the button below to logon to Web Gateway

Logon to Web Gateway

4. Click on the “Appointments” button




Appointments

5. Click on the “Create Appt. Student” button



Create Appt.
Student

6. Select the appropriate Category and Activity and click “Next”

 Appointments - Select Category & Activity

- Select Category -

- Select Activity -

Appointment Selection Type:


☒ Multi-day View (single Tutor)
☐ Single-day View (all Tutors)

Next

☒ 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 a tutoring appointment.

 Appointments - Select Category & Activity

ACE Tutoring

ACCT-100 Basic College Accounting - Now Select Tutor

- Then use the drop down to select a tutor

☒ Activity Selected: ACCT-100 Basic College Accounting - Now Select Tutor

Select a Tutor value to check availability. Optionally you can narrow down the From and To dates and then click Refresh to update the selected schedule. Click an available block to schedule an appointment.

From: Thu, 6 Feb 2020 To: Sun, 16 Feb 2020 Refresh

Select Tutor

-Select Tutor -
 -Select Tutor -
 Maryia Scarpa

- Appointments can start at 15 minutes increments.
- Appointment duration is 45 minutes.
- Allowed durations (in minutes) are [45]



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

Wednesday, February 12, 2020

10:30 AM	10:45 AM	11:00 AM	11:15 AM	11:30 AM	11:45 AM	12:00 PM	12:15 PM	12:30 PM	12:45 PM	01:00 PM	01:15 PM	01:30 PM	01:45 PM	02:00 PM
02:15 PM	02:30 PM	02:45 PM	03:00 PM	03:15 PM										

Thursday, February 13, 2020

10:30 AM	10:45 AM	11:00 AM	11:15 AM	11:30 AM	11:45 AM	12:00 PM	12:15 PM	12:30 PM	12:45 PM	01:00 PM	01:15 PM	01:30 PM	01:45 PM	02:00 PM
02:15 PM	02:30 PM	02:45 PM	03:00 PM	03:15 PM										

- Click on the “Schedule” button to confirm the appointment

Create Appointment

Activity: ACCT-100 Basic College Accounting

Tutor: Maryla Scarpa

Date: Wed Feb 12 2020

Start: 10:30:00 AM

End: 11:15:00 AM ▼

Appointment Type: ☒ One on One ☐ Group

Notes:



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

- Next, choose the time you would like to book an appointment for the test

- Click on the “Schedule” button to confirm the appointment