## **How to Make a Virtual Tutoring Appointment:**

Step 1: Logon to MyVU

Step 2: In the Student Access area under the Academic section click on "Tutor Scheduling"



Quick Links

University Systems

Other Resources

## Contact Information, etc:

- Preferred Email Address, Telephone Number, Voice & Text Messaging Number used for E-Alerts, Mailing Address, Emergency Contact
- · Need a .edu email address?
- · Need your A number?
- · Change your MyVU password
- <u>Student Self Service</u> Find your grades, financial aid, change password, and more.

## Academic

- Incomplete Request (All requests must be made by April 6, 2020)
- Dear Student Spring 2020
- · Catalog and Class Offerings
- Spring 2020 Final Exam Schedule
- Your Class Schedule
- Find, Compare and Order Textbooks
- Blackboard (Online Courses)
- Library
- DegreeWorks (Degree Plan & Evaluation)
- Unofficial Transcript and Official Transcript Request
- Take Your Course Survey
- Tutor Scheduling

Financial

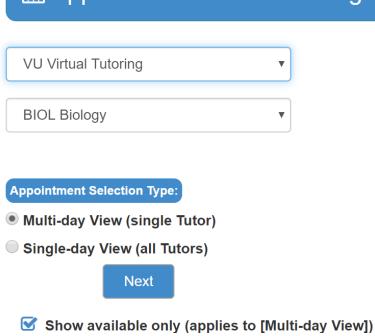
Step 3: Click Logon to Web Gateway

Step 4: Click Appointments

Step 5: Click Create Student Appt.

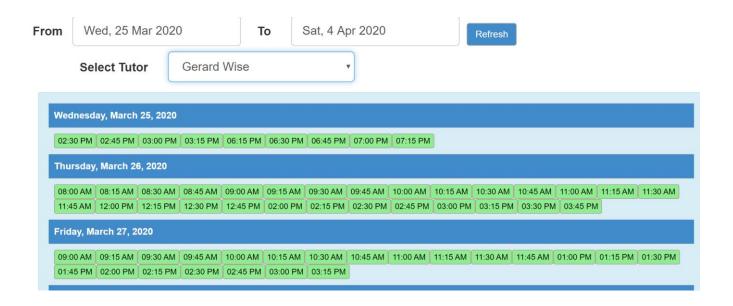
Step 6: Under Category Choose VU Virtual Tutoring

## Appointments - Select Category & Activity

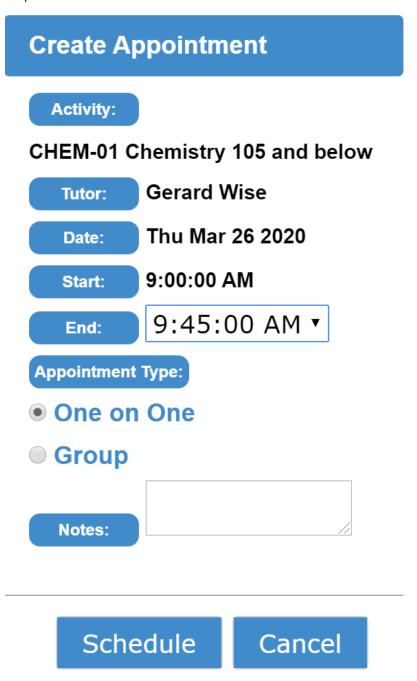


Step 7: Select the activity where you need help and click Next: If the activity you cannot find a tutor in the list for your subject, email <a href="mailto:dralston@vinu.edu">dralston@vinu.edu</a>, and we will try to find one.

Step 8: Select a tutor and click on an available time



Step 9: Click schedule



Before your scheduled appointment, your tutor will email you a link to their virtual tutoring room. Be sure to check your preferred email, including spam folder for information from your tutor.

If you have questions or need help in a class not listed email Danny Ralston at dralston@vinu.edu