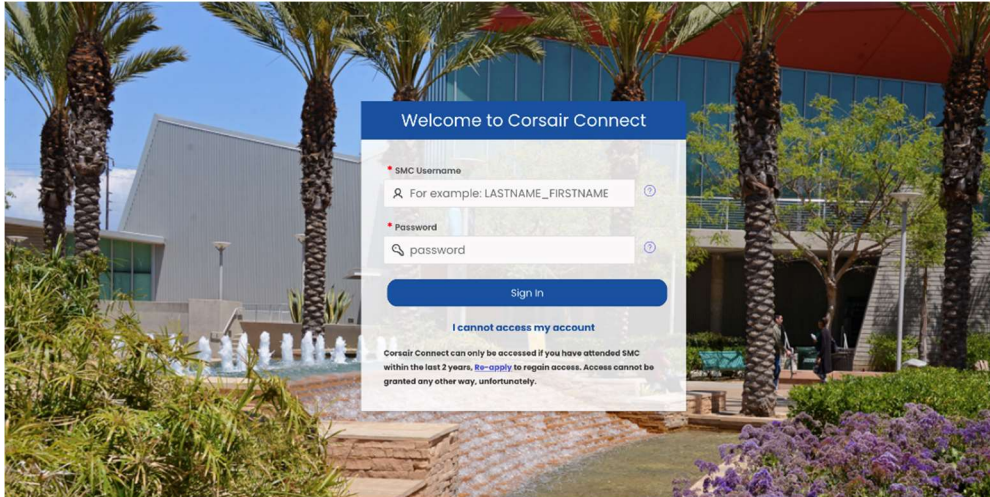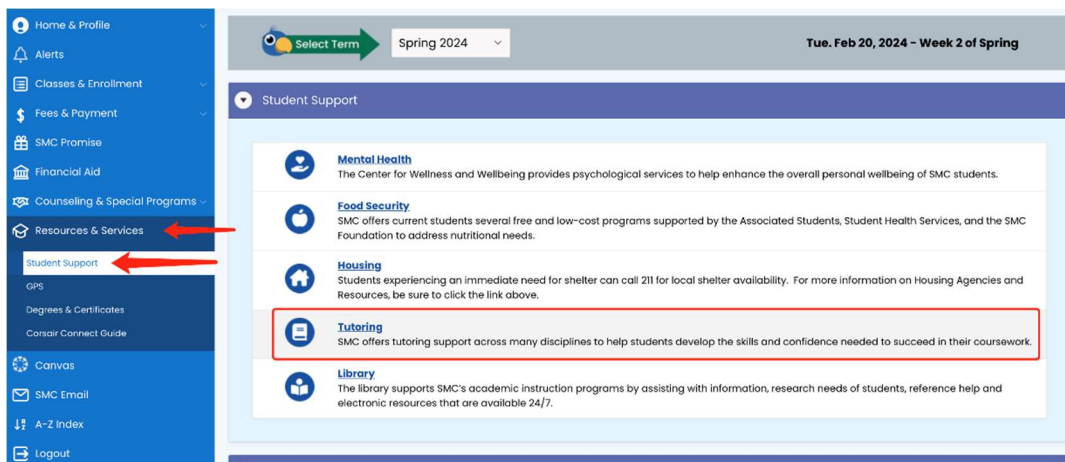# How to make an appointment at tutoring center
Updated: 02/20/2024 Spring 2024

1. Log into **Corsair Connect.**

2. Click on the **"Resources and Services"** tab on the left side of the homepage.
3. Under the **"Student Support"** drop down menu, click on **"Tutoring."**

4. If you don't have an account already, you will be prompted to fill in your personal information and REGISTER. Providing your cell phone number at the bottom of the page will allow you to receive text notifications regarding your appointment (**highly recommended**).

5. Choose the tutoring center you would like to visit from the drop-down menu at the top-center of the page.

6. Select your preferences in the "Find an Appointment" box at the bottom of the page. If you prefer to search for an appointment using the calendar display rather than the "**Find an Appointment**" search, click on the "**View Calendar Display**" link below the "**Find Appointments**" button.

7. When you find a time and tutor you want, click "Reserve" or any white boxes to book.

Display Options

| Show All Staff & Resources ⌄ | | Show All 'Choose your Class:' Options ⌄ |

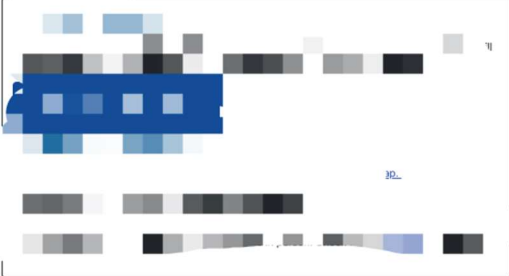| Feb. 20: Tuesday	8:00 am	9:00 am	10:00 am	11:00 am	12:00 pm	1:00 pm	2:00 pm	3:00 pm	4:00 pm
Avichai: Hebrew									
Doha: Arabic	Click on the white box to book an appointment								
Francisco: Spanish									
Lina: German, Japanese 1,2									
Marie: French									
Negin: Persian									
Sophia: Italian 1, German 1									
Terrence: Japanese, Spanish									

8. Complete the pop-up window shown below.

Create New Appointment

Tuesday, Feb. 20. 2024 | 11:00 am to 11:30 am ⌄

Location: Online

> **APPOINTMENT LIMITS:** Appointments must be between 30 minutes and 1 hour in length.

Appointment Details

Questions marked with a * are required.

Course *

What topic would you like to work on? *

Professor's first or last name *

Notes for the tutor

Will you be meeting our tutor online or in person? Please select. *

-- please select -- ⌄

File Attachments

To attach a file to this appointment, use the options below. **File attachments must be 5MB or less and in one of the following formats: .doc, .docx, .numbers, .odt, .pages, .pdf, .rtf, .txt, .wpd, .wps, .xls, or .xlsx..**

File   **Document Title**
Choose File No file chosen

File   **Document Title**
Choose File No file chosen

File   **Document Title**
Choose File No file chosen

Create Appointment   Close

9. Be sure to click "**Create Appointment**" at the bottom of the window. You will receive a confirmation email confirming the location, date, time and tutor. Please attend the session on time.