

HOW TO SCHEDULE A TUTORING APPOINTMENT:

- 1** Log in to Connect through my.charlotte.edu using your NinerNET credentials.
- 2** Click Appointments on the left hand menu.
- 3** Click the 'Make an Appointment or Drop-in' Button in the Upper Right Corner
- 4** 'What type of Appointment..' Select Academic Support (tutoring/mentoring).
- 5** Under 'Service' Select Course Based tutoring
- 6** Pick Your Desired Date (It will show you appointments up to 2 weeks out)
- 7** Click 'Find Available Time'
- 8** On the Right Side of the Screen Select a UCAE location (Colvard North 2200, Science Building, or Virtual).
- 9** Select the Course you would like Tutoring for.
- 10** Select the appointment day and time.
- 11** Please add topic-specific comments about what you want your peer tutor to help you learn.
- 12** Confirm email and text confirmation reminders are selected and verify your listed mobile phone number.
- 13** Click Schedule.

