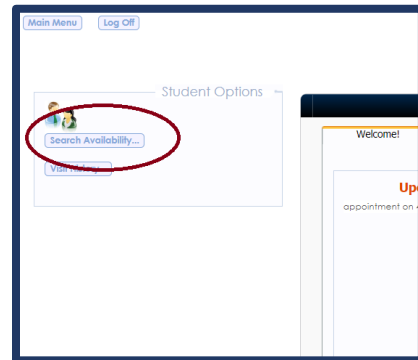
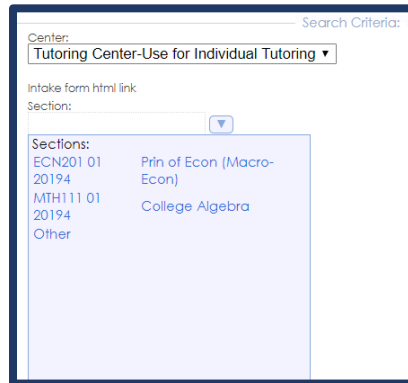


How to Schedule a Tutor

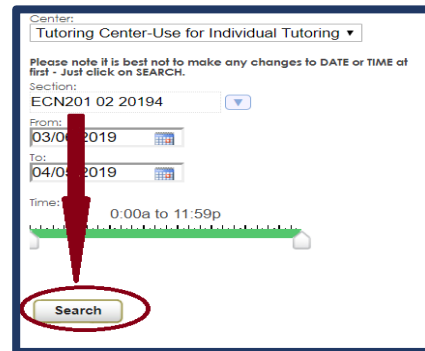
1. Go to **umflint.go-redrock.com**
2. Sign in with your unqname and password
3. Click on **Search Availability** at the left:



4. Choose **Tutoring Center** (the only center available) and then in **Section** select the course you want a tutor for. *If your course does not appear, there is no tutor for that course available in the system.*



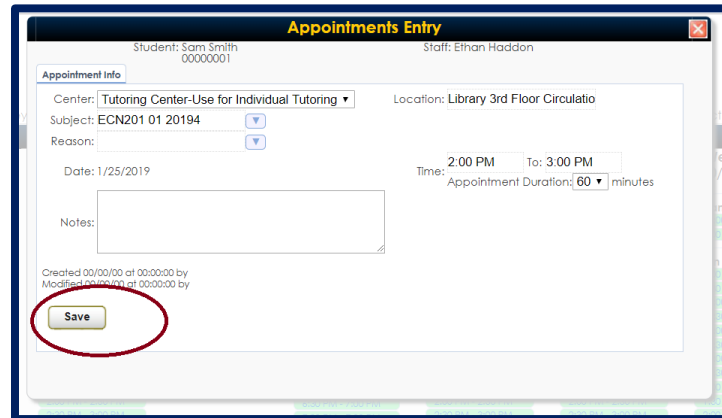
5. **IMPORTANT:** Do not change **Date and Time**, just click on **Search** to maximize the available times:



6. Select a time that works for you – green means the time is available:

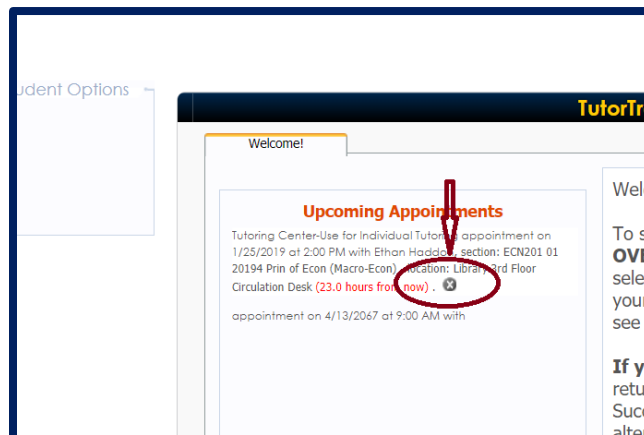


7. In the **Appointments Entry** box, you can leave a note for your tutor, or simply click **Save** – the appointment is made.



The screenshot shows a web form titled "Appointments Entry". At the top, it displays "Student: Sam Smith 0000001" and "Staff: Ethan Haddon". The form includes several fields: "Center" (dropdown menu), "Location" (text field), "Subject" (dropdown menu), "Reason" (dropdown menu), "Date" (text field), "Time" (text field), "To" (text field), and "Appointment Duration" (dropdown menu). There is a "Notes" text area. At the bottom left, there is a "Save" button circled in red. Below the form, it shows "Created 00/00/00 at 00:00:00 by" and "Modified 00/00/00 at 00:00:00 by".

8. If you click on main menu, you will see the session you booked in your **Upcoming Appointments**. You can click on the **X** to cancel the appointment if you need to.



The screenshot shows a web page titled "Upcoming Appointments". The page has a "Welcome!" message at the top. Below it, there is a list of appointments. The first appointment is highlighted with a red box and a red arrow pointing to it. The appointment details are: "Tutoring Center-Use for Individual Tutoring appointment on 1/25/2019 at 2:00 PM with Ethan Haddon, section: ECN201 01 20194 Prin of Econ (Macro-Econ), location: Library 3rd Floor Circulation Desk (23.0 hours from now)". There is a red "X" icon next to the appointment details. The page also shows "Student Options" on the left and "Welcome!" on the right.

If you cannot find a tutor for your class, complete an intake form by clicking on the **Tutor Request Form** link on the **Tutoring** page of the umflint.edu/StudentSuccess website. Or go directly to <https://formassembly.umflint.edu/1874>