HELP GUIDE FOR STUDENTS
How to Schedule a Tutoring Session

This document provides the information you need to schedule and attend a tutoring session.

Pathways Navigate
Access Pathways Navigate from Pitt Mobile or my.pitt.edu/launch-task/all/pathways-navstudent

Find Program
Find the tutoring program(s) you have access to, or email yourpitt@pitt.edu about being added to a program.

Schedule Session
Find a tutor and look at your schedules to find a time you are both available.

Email Confirmation
Once you book a session you will receive an email confirmation with your tutor’s personal classroom link.

Tutoring Session
At your scheduled session time, click on the classroom link that was sent in your appointment confirmation email.

System Requirements

- Laptop or desktop computer and webcam
- Up-to-date Chrome browser (recommended)
- Up-to-date Firefox browser (alternative)
- Internal or external (e.g., headphones) microphone
- Internal or external (webcam) camera
- Reasonable broadband connection (Internet connections, like those in coffee shops, are not recommended)

Be prepared to allow the browser to access your video and audio.

Tutoring Programs and Resources

Visit Tutor.pitt.edu for a full list of tutoring programs and resources.
Log in to Pathways Navigate

In Chrome, go to my.pitt.edu/launch-task/all/pathways-navstudent and log in using PittPassport.

If you have trouble accessing either site, please contact PathwaysHelp@pitt.edu for assistance.

If you are having problems logging in using Pitt Passport, please contact the Pitt IT Technology Help Desk at 412-624-HELP or helpdesk@pitt.edu for assistance.

How to Schedule a Tutoring Session
Click on the purple appointments icon on the Explore menu and click the blue Schedule an Appointment button to get started.
The next few screens will prompt you to choose what type of appointment you want (in this case, Tutoring), the school or campus, and the reason for your appointment.

Choose a time for your tutoring appointment.

Confirm the appointment by clicking on the blue button at the bottom. A confirmation email will be sent to your Pitt email account.
**Appointment Confirmation**
Your appointment confirmation will include a link to your tutor’s personal classroom.

**Attend Your Scheduled Session**
At the time of your scheduled appointment, refer to your appointment confirmation email and click on your tutor’s classroom link.

Follow the instructions to connect to your session.

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**Glossary**

**EAB:** Name of the company that produced the scheduling and advising software

**Navigate:** The name EAB gave to the Advisor software; formerly “Campus”

**Navigate Student:** The name EAB gave to the student-facing app

**Pathways:** The name Pitt gave to the platform

**Location/Classroom:** Where advising or tutoring appointments occur

**Service:** Type of appointment

**TutorOcean:** Name of the platform used for online tutoring

**Personalized Classroom:** The collaborative space where students and tutors access tutoring tools and can share and markup files