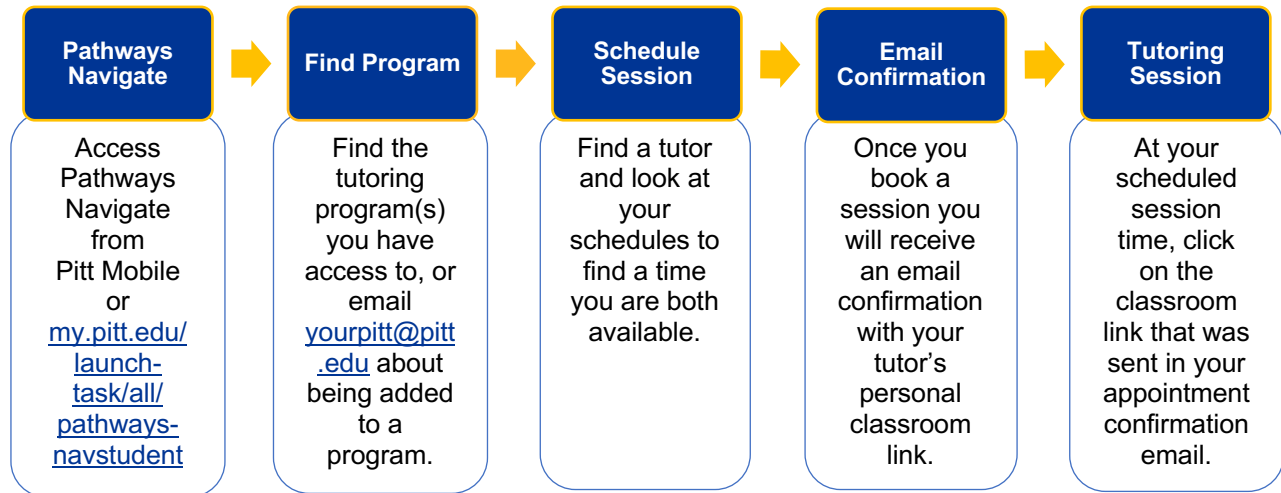


## HELP GUIDE FOR STUDENTS How to Schedule a Tutoring Session

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



### 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.

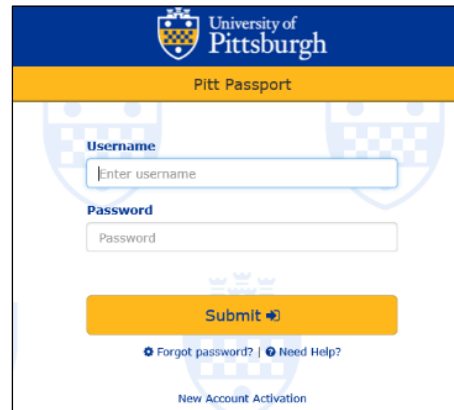
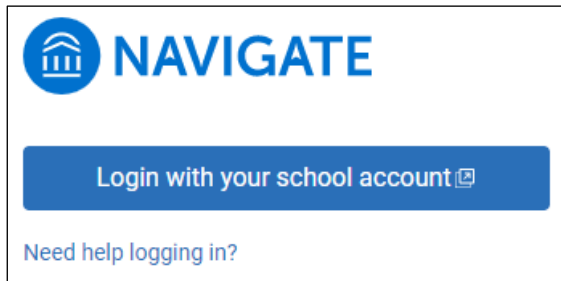
### Tutoring Programs and Resources

Visit [Tutor.pitt.edu](http://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](https://my.pitt.edu/launch-task/all/pathways-navstudent) and log in using PittPassport.



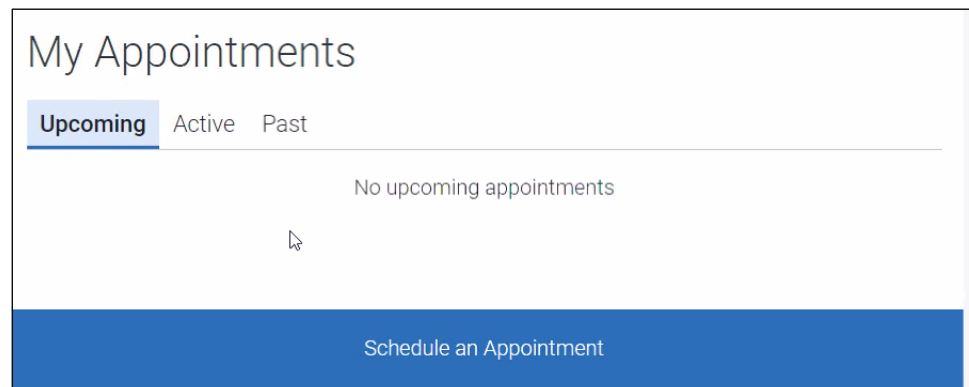
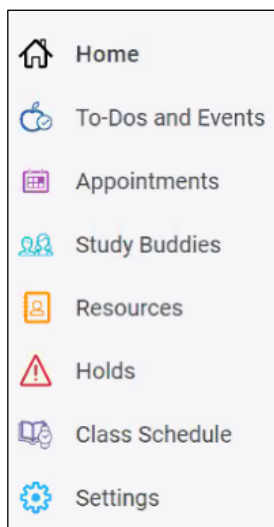
If you have trouble accessing either site, please contact [PathwaysHelp@pitt.edu](mailto:PathwaysHelp@pitt.edu) for assistance.

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](mailto:helpdesk@pitt.edu) for assistance.

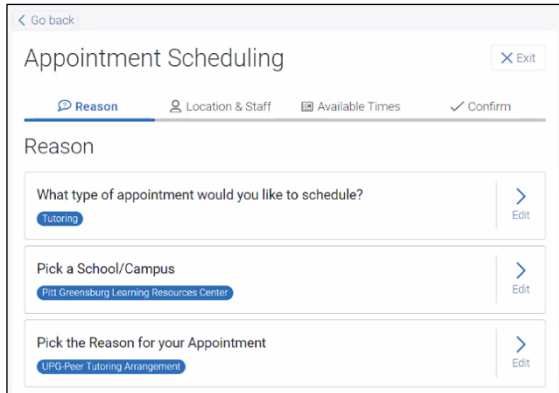
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## How to Schedule a Tutoring Session

Click on the purple appointments icon on the Explore menu and click the blue Schedule an Appointment button to get started.

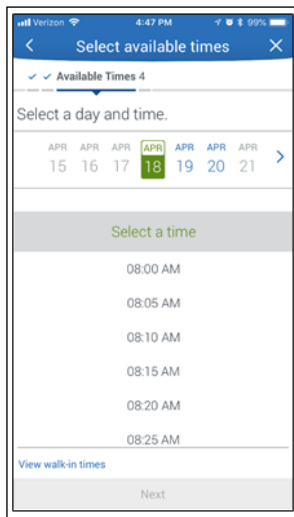


The next few screens will prompt you to choose what type of appointment you want (in this case, Tutoring), the school or campus, and the reason for your appointment.



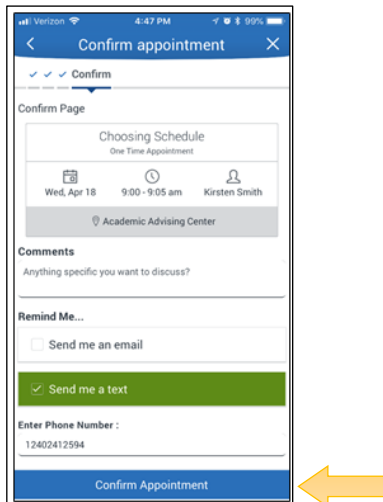
The screenshot shows the 'Appointment Scheduling' screen. At the top, there is a 'Go back' link and an 'Exit' button. Below the title, there are four tabs: 'Reason' (selected), 'Location & Staff', 'Available Times', and 'Confirm'. The 'Reason' section contains three items: 'What type of appointment would you like to schedule?' with 'Tutoring' selected, 'Pick a School/Campus' with 'Pitt Greensburg Learning Resources Center' selected, and 'Pick the Reason for your Appointment' with 'UPG Peer Tutoring Arrangement' selected. Each item has an 'Edit' button to its right.

Choose a time for your tutoring appointment.



The screenshot shows the 'Select available times' screen. At the top, there is a 'Go back' link and an 'X' button. Below the title, there is a checkmark and the text 'Available Times 4'. The main section is titled 'Select a day and time.' and shows a calendar for April with the 18th highlighted. Below the calendar, there is a 'Select a time' section with a list of times: 08:00 AM, 08:05 AM, 08:10 AM, 08:15 AM, 08:20 AM, and 08:25 AM. At the bottom, there is a 'View walk-in times' link and a 'Next' button.

Confirm the appointment by clicking on the blue button at the bottom. A confirmation email will be sent to your Pitt email account.



The screenshot shows the 'Confirm appointment' screen. At the top, there is a 'Go back' link and an 'X' button. Below the title, there is a checkmark and the text 'Confirm'. The main section is titled 'Confirm Page' and contains a 'Choosing Schedule' section with 'One Time Appointment' selected. Below this, there is a summary of the appointment: 'Wed, Apr 18', '9:00 - 9:05 am', and 'Kirsten Smith'. Below the summary, there is a 'Comments' section with the text 'Anything specific you want to discuss?'. Below the comments, there is a 'Remind Me...' section with two options: 'Send me an email' (unchecked) and 'Send me a text' (checked). Below the reminders, there is an 'Enter Phone Number' field with the number '12402412594'. At the bottom, there is a blue 'Confirm Appointment' button, which is highlighted by a yellow arrow.

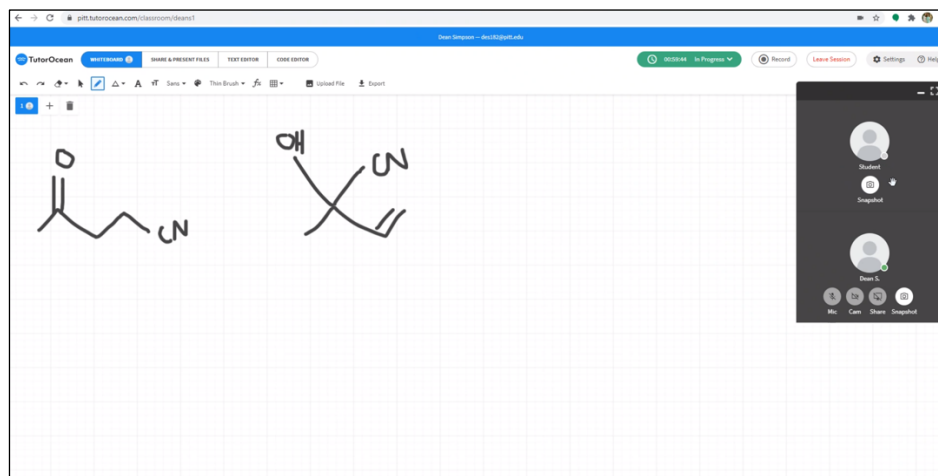
## Appointment Confirmation

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