How to Make an Individual Appointment for Tutoring

1. Go to Navigate at [http://vt.campus.eab.com](http://vt.campus.eab.com) and sign in with your PID and password.

2. Click the blue Schedule an Appointment button.

3. For “What type of appointment would you like to schedule?” select Tutoring.

4. For “To help you find a time, please tell us why you’d like to see someone” Select Student Success Center.

5. For “Choose from the following options,” select what you are looking for (this semester, it should be Individual Tutoring: Virtual).

6. Click the blue Next button.
7. For “What location do you prefer?” select **110 Femoyer Hall: Student Success Center (Virtual)**.

8. For “Select a Course,” you will see a list of classes that you are enrolled in that we support with tutoring. If classes are grayed out, we do not currently offer tutoring for that class. **Select the class** you would like to schedule an appointment for.

9. Click the blue **Next** button.

10. Next you will be able to select the time of day when tutoring is available (**Morning** or **Afternoon**) and then the specific **appointment time**. Then click **Next**.

11. On the last screen, you will see who your appointment is with, the Zoom link where the appointment will take place, and an area to enter additional comments. If everything looks right, click the blue **Confirm Appointment** button.