How to Make an Individual Appointment for Tutoring

1. Go to Navigate at [http://vt.navigate.eab.com](http://vt.navigate.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 Service, select Individual Tutoring: In Person or Virtual.

5. Click the blue Find Available Time button.
6. You will see a list of classes that you are enrolled in that we support with tutoring. If one of your classes is not showing up, that means there is not currently any tutoring available for that course. **Select the class** you would like to schedule an appointment for.

7. Next you will be able to view available appointment times or search for appointments with specific tutors (the initials at the top). **Select the appointment** you would like to reserve.
8. On the last screen, you will see who your appointment is with, the Zoom link where the appointment will take place if virtual, and an area to enter additional comments. If everything looks right, click the blue **Confirm Appointment** button.