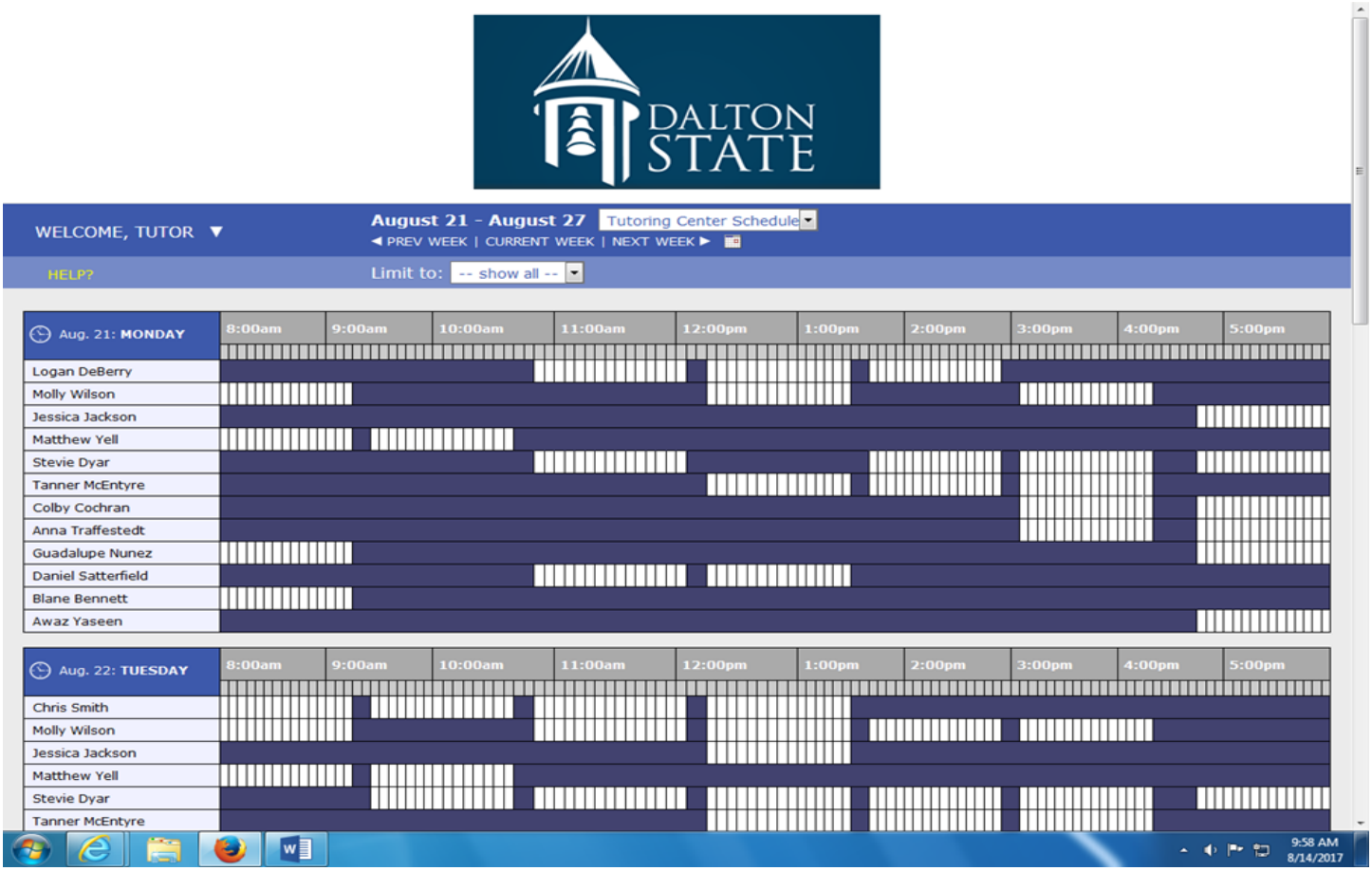
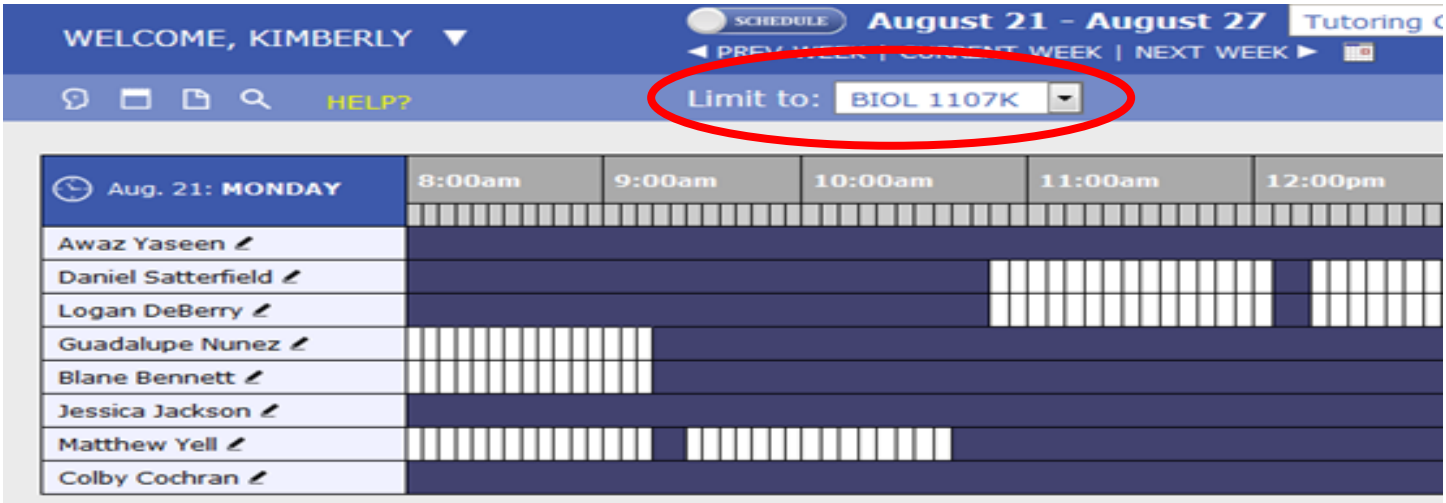
How to Make an Online Appointment

1. After logging in with your Dalton State email and chosen password, the welcome page will look similar to the below image, which is what you will see every time you log-in to create an appointment

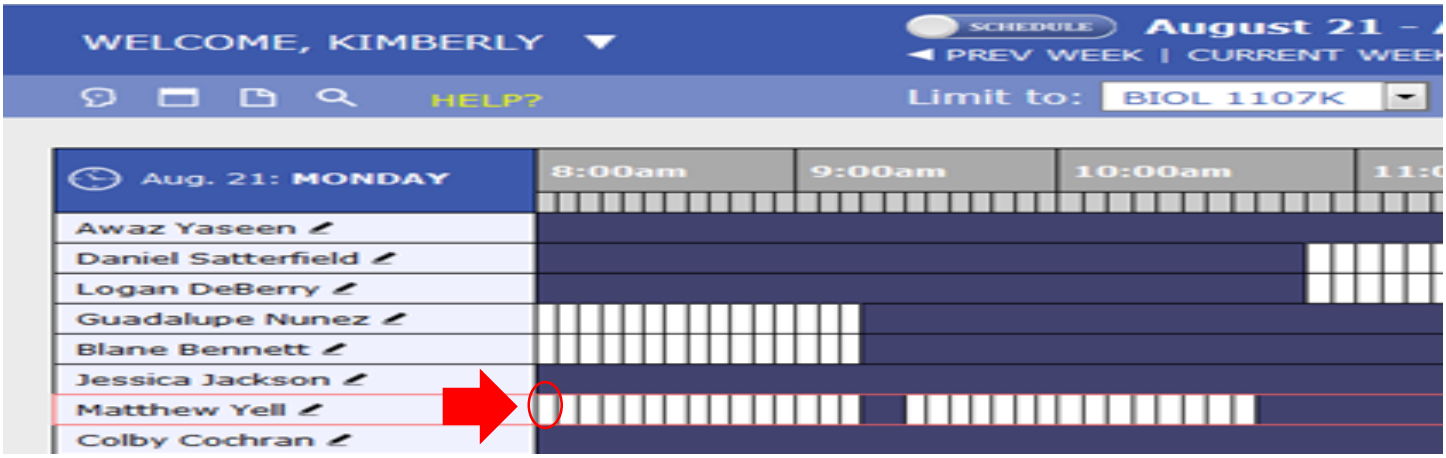


with a tutor.

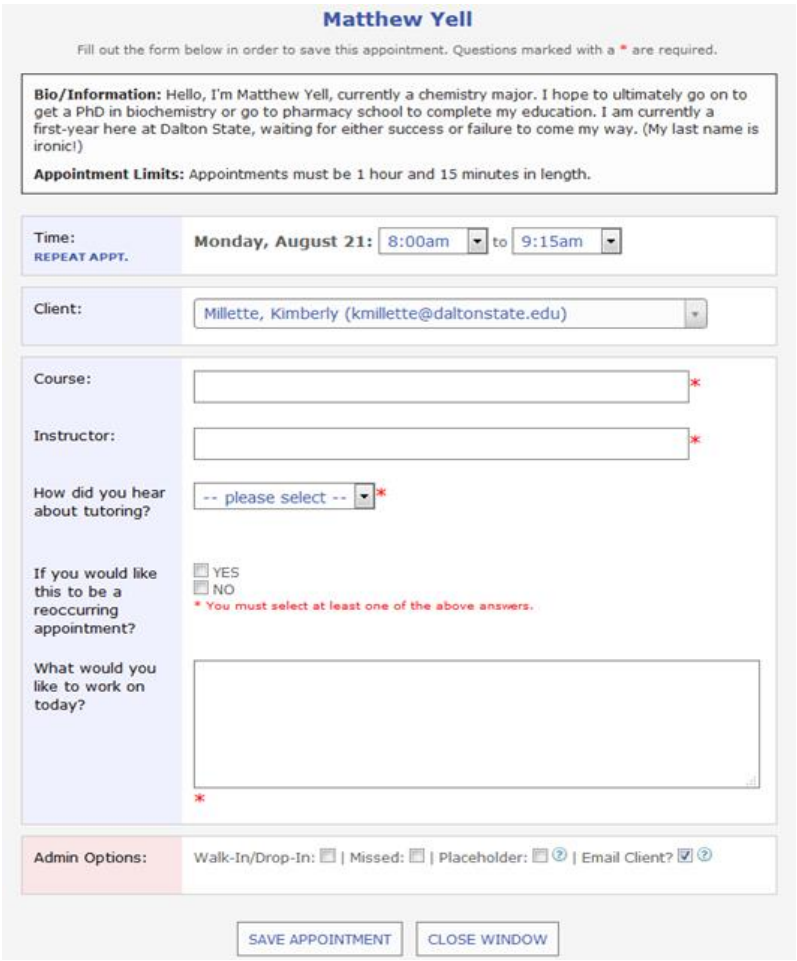
2. First indicate what subject you are needing tutoring in by selecting your course from the "Limit To" dropdown. This will enable only tutors for your specific subject to show.



- Next choose the day and time of your choice. The Monday will always appear at the very top. If your appointment is for another week, you can click on NEXT WEEK (located at the top of the page), or the calendar icon to display a new week.
- You MUST click the FIRST “white box” under your desired day and time. “White boxes” indicate available tutoring times. While **“purple”** and **“blue”** boxes indicate times that tutors are NOT available for tutoring. Click the time that’s available with your preferred tutor.

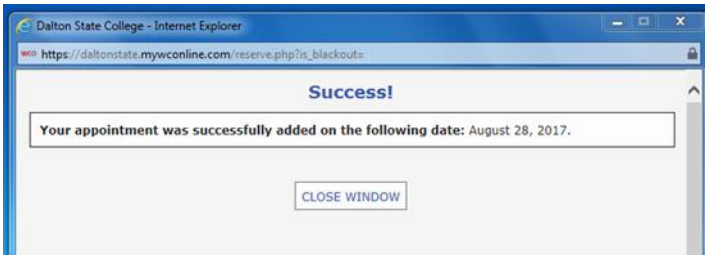


3. After selecting your time, a new window should pop up that looks like this:

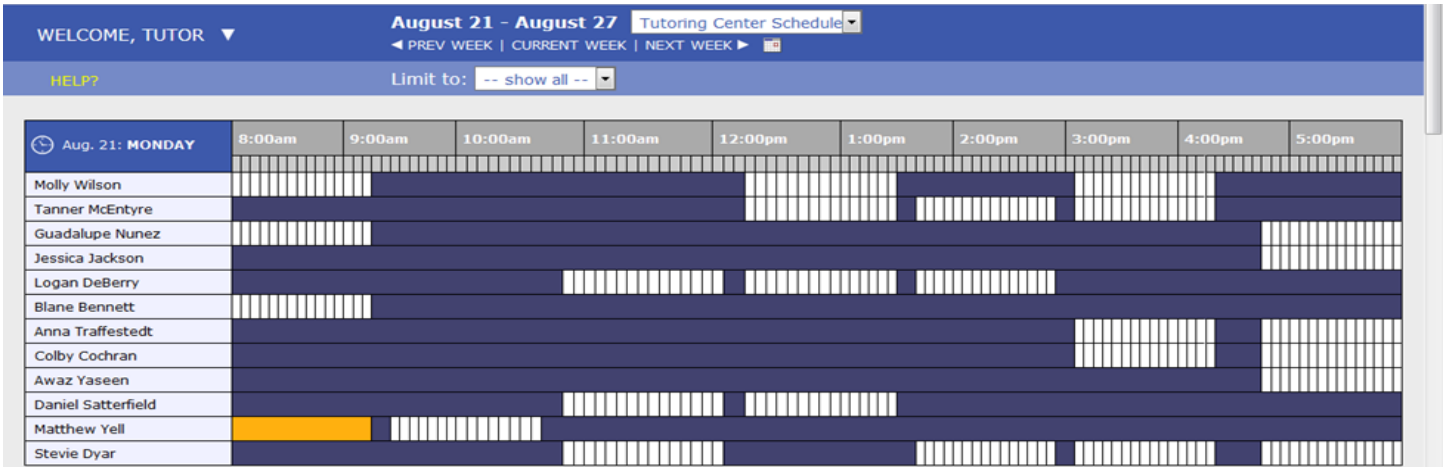


- Each Tutor has a brief information section about themselves at the top.
- You will see that the time and your name are already entered for the date that you requested. DO NOT change the appointment time. If you do, the system will not allow you to schedule the appointment as all appointment are 75 minutes in length.
- You MUST fill out all questions by stating what course you are needing tutoring in, the instructor of your course, how you heard about the tutoring program, and explain specifically what you need to work on during the session.
- **If you would like for this tutoring session to be reoccurring, please select the "YES" box**. By selecting YES, you will automatically be signed up to meet with the same tutor at the same day and time each week.

4. Once you have clicked "Save Appointment," you will receive an e-mail and see this screen. If you do not receive an email, please check your spam box.

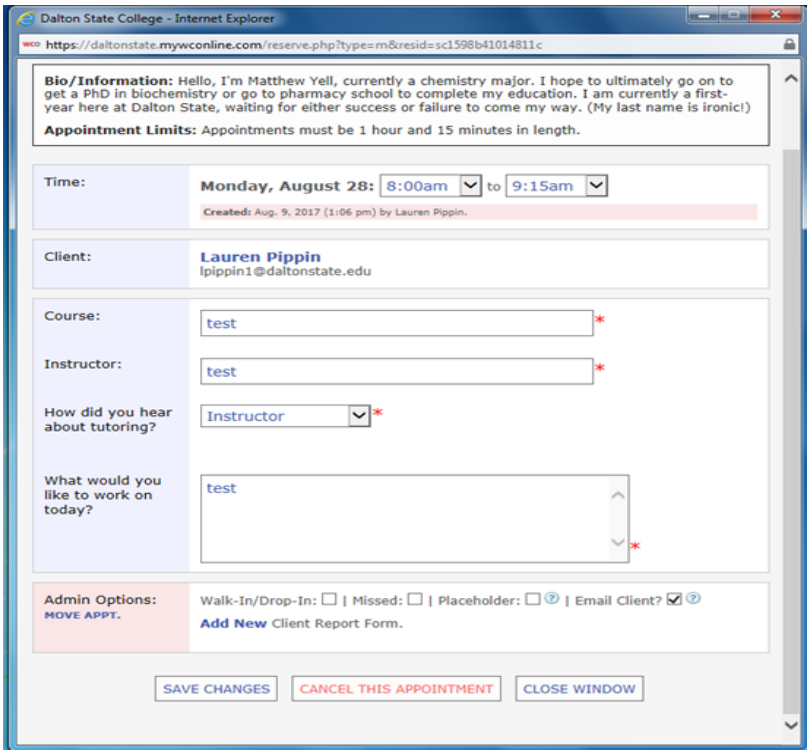


5. Note that the time slot you chose for your appointment is now in "yellow".

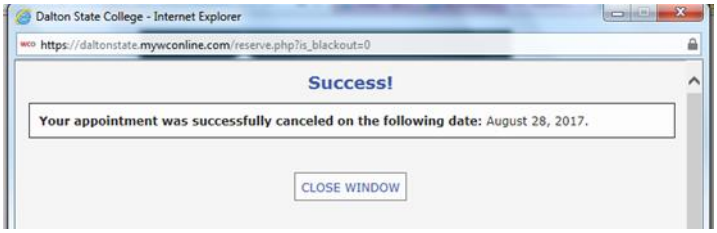


6. To edit or cancel an appointment:

- Simply click on the time you selected and this screen will appear:



- Click “Cancel This Appointment,” you will receive an e-mail and see this screen.



7. To be put on a wait list:

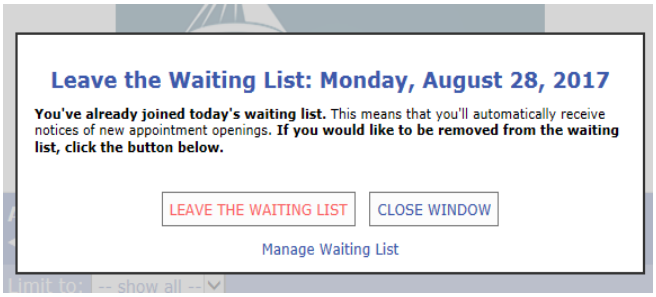
- Start at the home screen (Number 1.)

- Click the clock by the date. This Screen will appear:

- You can choose specific Tutors, and times to begin and end.

8. To cancel the wait list.

- Start at the home screen (Number 1).
- Click the clock by the date again. This screen will appear:

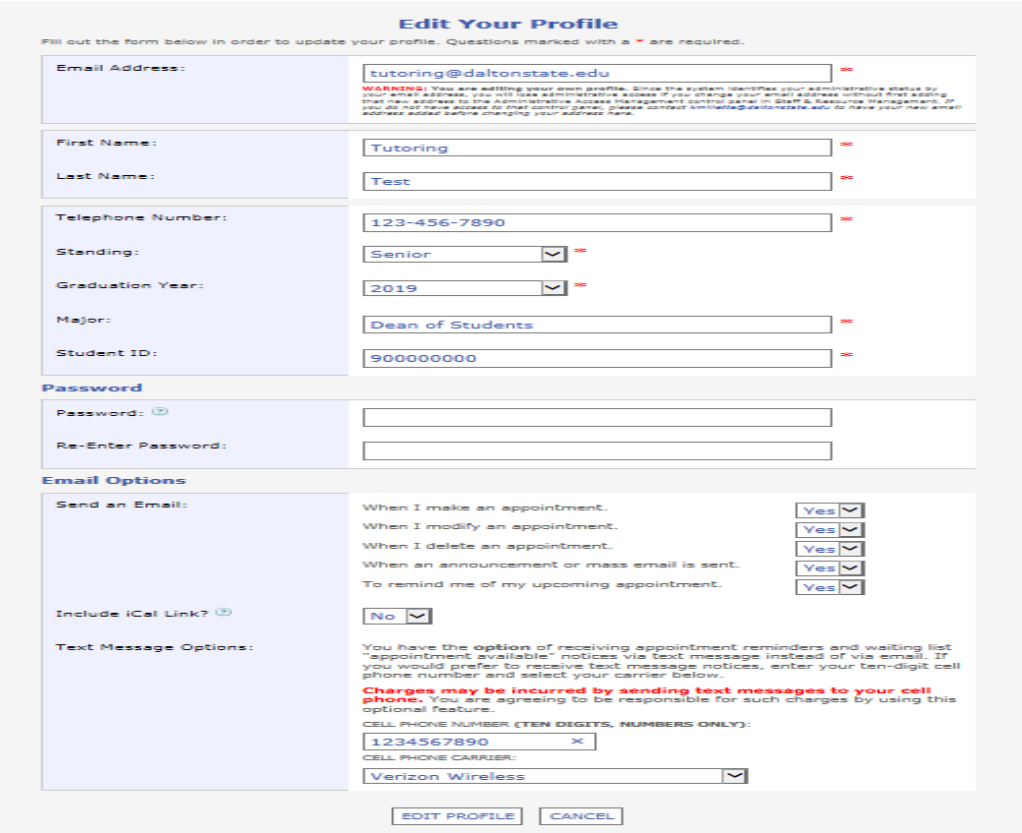


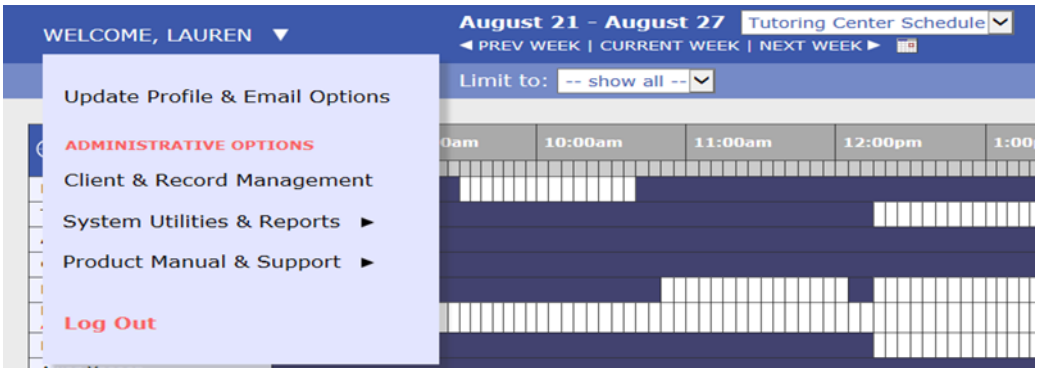
- Click “Leave The Waiting List.”

9. To edit your information:

- Start at the home screen (Number 1.) You will need to select the drop box by your name.

- You will then change your information and click “Edit Profile.”



10. To Log Out:

- Start at the home screen (Number 1.) You will need to select the drop box by your name.
- Simply click “Log Out.”