

Making an OFFL Tutoring Appointment

1. After clicking on the provided link, you will be redirected to your Account page.

Home / My Account / Academic

My Account

[PERSONAL](#)
[ACADEMIC](#)
[PRIVACY](#)
[CAREER OUTCOMES](#)
[PASSWORD](#)
[NOTIFICATION SETTINGS](#)

2. Most of the profile has been completed for you, but you will need to **scroll down** and fill out the Applicant Type, Work Authorization, Military Affiliation, and one Geographic Preference. Once finished, click Save Changes.

Applicant Type *

Choose your applicant type.

Work Authorization *

Degree Level *

Military *

- None
 Spouse/Dependent
 Veteran
 Active

SAVE CHANGES

3. You will receive an automated email to verify your account. It may appear in your Junk Email, so be sure to check there. Follow the prompts to verify your account.
4. Once your account is verified, click on the original link, and you will be redirected to the scheduling area.

5. From the Type drop-down, select an appointment category. Edit any applicable filters below the drop-down to find an appointment that fits your schedule.

6. Click Check Availability.

Type
OFFL: German Tutoring (30 min) ▼

Date Range
2016-06-14 SELECT to
2016-06-28 SELECT

Time Range
07 ▼ 00 ▼ am ▼ CLEAR to
11 ▼ 30 ▼ pm ▼ CLEAR

Location
▼

Days of the Week
 Mon Tue Wed Thu Fri
 Sat Sun

CHECK AVAILABILITY BACK

7. After the list has populated, click Open Slot.

Sunday, Jun 19, 2016	
Open Slot	4:00 pm
Online - 30 mins	
Open Slot	4:30 pm
Online - 30 mins	
Open Slot	5:00 pm
Online - 30 mins	
Open Slot	5:30 pm
Online - 30 mins	
Open Slot	6:00 pm
Online - 30 mins	
Open Slot	6:30 pm
Online - 30 mins	

8. Fill out the Additional Notes area with the following:

Course (e.g. CSPA 101)
Professor Name
Appointment Purpose
Instant Messenger (e.g. Skype)
Instant Messenger Username
(e.g. spanishstudent33)

9. Confirm your appointment by clicking Submit Request.

Confirm Appointment [X]

Date *
June 19, 2016

Time *
4:00 pm

Type
OFFL: German Tutoring (30 min)

Additional Notes

Course: CSPA 101
Professor Name: Dr. Online
Appointment Purpose: Tutoring
Instant Messenger: Skype
Instant Messenger Username: spanishstudent33

SUBMIT REQUEST

10. Your selection will show up under Approved Appointments.

The screenshot shows a header 'Approved Appointments' in a light grey box. Below it is a white box with the text 'Items 1-1 of 1'. The main content area contains a single appointment card. On the left is a dark grey square with the white letters 'BM'. To its right, the text reads: 'Bryce Miller', 'OFFL: German Tutoring', 'June 19, 2016 - 4:00 pm', and 'Online'. On the far right of the card, it says '30 mins' and has three vertically aligned dots below it.

11. If you need to cancel or reschedule, you may use the three dots to Cancel or Reschedule as needed.

This screenshot is similar to the previous one, but with a dropdown menu open from the three dots. The menu is a white box with a thin border, containing three options: 'cancel', 'Reschedule', and 'Add to Calendar'. The appointment card in the background is partially obscured by the menu.

12. To review your appointment at a later date or time, please click on the original link found on the OFLL Appointments Page.