This guide illustrates step-by-step instructions to request Tutoring Appointments in Navigate.

**IMPORTANT:**

1. To request a tutoring appointment in Navigate, you should go to [my.ccc.edu](http://my.ccc.edu) and click “LOGIN.”

2. Click the ‘Quick Access’ tile.

3. Click the ‘Navigate’ tile.
4 Click the ‘Schedule an Appointment’ button.

Next, you will click the dropdown menu and select the type of appointment. In this case, you will select **Tutoring**.

Then, select the **reason** you want to meet. In this example we have selected ‘Reading Services’

Click ‘Next’

**Note:** You can also select ‘Course-Based Tutoring’ and the following page will allow you to select courses for which you are enrolled.

5 Now, select the **location** and **who you would like to meet with**. By default, any staff available will be available.

Click Next.

You will now see availability to **schedule an appointment** for the service and location you selected.

Select a **time**.

Click Next.
6 Review your **Appointment Details** prior to confirming.

**Additional Details** are notes for your tutor that they can review prior to your meeting.

The free form text box presented is where you can send a note detailing your needs for the appointment. It helps your tutor be prepared and research ahead of time if you have unique needs for the meeting.

Select how you want to be notified and reminded of your appointment. You can receive an **email and/or text**.

Click the ‘**Confirm Appointment**’ button.

7 Your appointment is now scheduled.

All attendees of the scheduled appointment will be notified.

**END OF PROCESS**