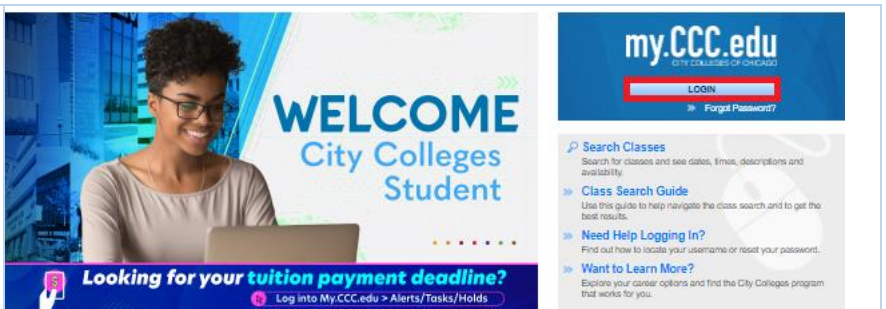
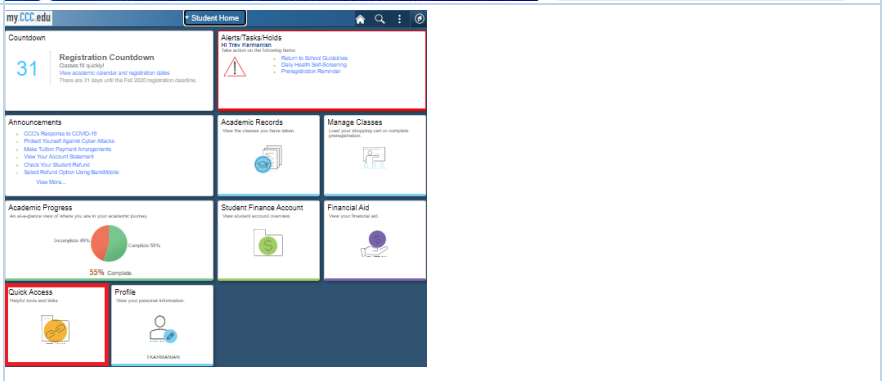
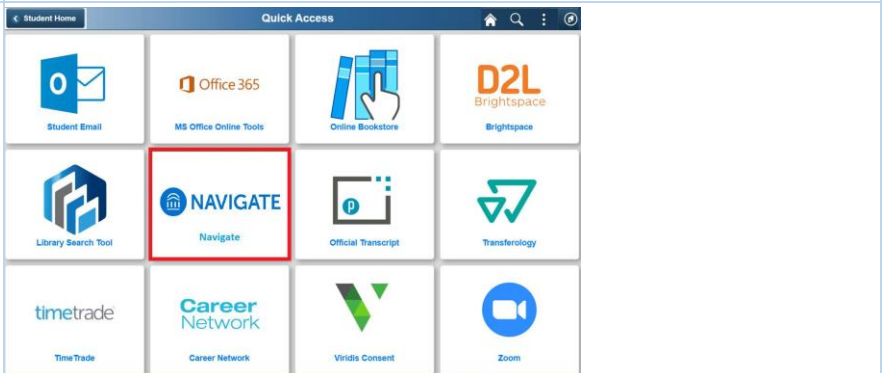


This guide illustrates step-by-step instructions to request Tutoring Appointments in Navigate.

IMPORTANT:

<p>1 To request a tutoring appointment in Navigate, you should go to my.ccc.edu and click “LOGIN.”</p>	 <p>The screenshot shows the my.ccc.edu homepage. On the right side, there is a blue header with the text 'my.CCC.edu CITY COLLEGES OF CHICAGO'. Below this is a 'LOGIN' button with a red box around it, and a 'Forgot Password?' link. To the left of the login area, there are several links: 'Search Classes', 'Class Search Guide', 'Need Help Logging In?', and 'Want to Learn More?'. The main content area features a 'WELCOME City Colleges Student' banner with a student image and a 'Looking for your tuition payment deadline?' notification.</p>
<p>2 Click the ‘Quick Access’ tile.</p>	 <p>The screenshot shows the 'my.ccc.edu Student Home' dashboard. The 'Quick Access' tile is highlighted with a red box. Other tiles include 'Registration Countdown', 'Alerts/Tasks/ Holds', 'Announcements', 'Academic Records', 'Manage Classes', 'Academic Progress', 'Student Finance Account', 'Financial Aid', and 'Profile'.</p>
<p>3 Click the ‘Navigate’ tile.</p>	 <p>The screenshot shows the 'Quick Access' grid. The 'NAVIGATE' tile is highlighted with a red box. Other tiles include 'Student Email', 'Office 365', 'Online Bookstore', 'D2L Brightspace', 'Library Search Tool', 'Official Transcript', 'Transferology', 'Time Trade', 'Career Network', 'Viridis Consent', and 'Zoom'.</p>

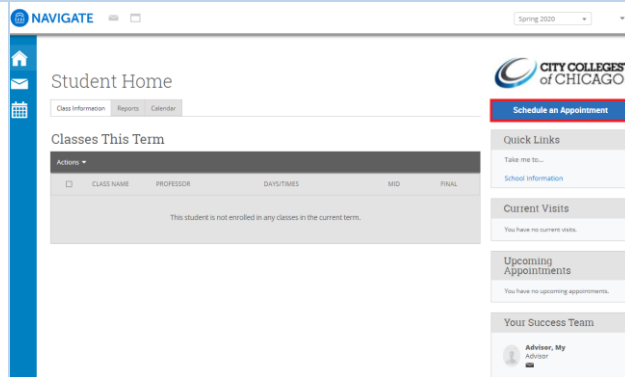
4 Click the **'Schedule an Appointment'** button.

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.



Schedule Appointment

What type of appointment would you like to schedule?

-- please choose one --

-- please choose one --

Advising

New Student Orientation

Tutoring

Schedule Appointment

What type of appointment would you like to schedule?

Tutoring

Choose from the following options and click Next.

Reading Services

Next

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**.

Schedule Appointment

What location do you prefer?

Wright Reading/Writing Center

Who would you like to meet with? You may choose more than one person.

Any Staff

If you don't have a preference, just click Next.

Back

Next

Schedule Appointment

Times From July 20 To July 24

Mon, Jul 20	Tue, Jul 21	Wed, Jul 22	Thu, Jul 23	Fri, Jul 24
Morning N/A	Close	Morning 4 Available	Morning 4 Available	Morning 4 Available
Afternoon 5 Available	9:00am ET	Afternoon 5 Available	Afternoon 5 Available	Afternoon 5 Available
	10:00am ET			
	11:00am ET			

* All times listed are in Eastern. refreshed at 11:22am ET.

Back **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.

Schedule Appointment

Your appointment has not been scheduled yet. Please review and click Confirm Appointment to complete.

Appointment Details

Who: with
Test Tutor

When: Tuesday, July 21
3:00pm - 3:30pm ET

Why: Reading Services

Where: Wright Reading/Writing Center

Additional Details

Is there anything specific you would like to discuss with Test ?

Comments for your staff...

Send Me an Email

Send Me a Text

Please provide your mobile number

◀ Back

Confirm Appointment

7 Your appointment is now scheduled.

All attendees of the scheduled appointment will be notified.

Success! Your Appointment Has Been Created

Appointment Details

Who: with Test Tutor

Why: Reading Services

When: Tue Jul 21, 2020 3:00pm - 3:30pm ET

Where: Wright Reading/Writing Center

What would you like to do now?

[Create Another Appointment](#)

[View My Calendar](#)

[Go Home](#)

END OF PROCESS