00:02 To schedule a tutoring appointment,
00:03 login to suffolk.edu and search Navigate.
00:12 Scroll down until you see Login to Navigate.
00:16 Here, you'll sign in with your Suffolk credentials.
00:21 On the homepage in the right-hand corner,
00:22 select Schedule an appointment.
00:29 In the first dropdown, select tutoring services.
00:34 Then select the kind of appointment you would like to make
00:38 and the date that you would like
00:39 to schedule an appointment for,
00:40 and press find available times.
00:45 On the right, it'll give you options
00:46 of which course you would like
00:47 to schedule an appointment for.
00:50 Once you select a course,
00:52 it'll bring up all the times a tutor is available
00:54 to meet that week.
00:57 If you're looking to meet with a specific tutor,
00:59 you can scroll down to where it says Staff
01:01 and select their name.
01:04 Then it'll bring up the course
01:05 that you're available to tutor for.
01:17 Once you select a time, it'll bring you
01:18 to a confirmation page and you can select
01:20 whether you would like to meet virtually or in person
01:23 and you can leave comments
01:24 for what you would like to work on during that meeting.
01:27 Then press Schedule in the bottom left corner.