Student Facing:
Scheduling Tutoring:
Content Specific Appointments
Content Specific Appointment: Login

Go to https://suffolk.campus.eab.com

To login, use your username and password from your Suffolk email (the username is everything before the @ symbol).
Content Specific Appointments: Create an Appointment

Click Get Assistance on the right hand side of the screen.
Content Specific Appointment: Choose Tutoring

Select **Tutoring Services** from the drop down menu.
Content Specific Appointment: Select Type of Appointment

Select either Division of Student Success or Online Tutoring according to your preference.
Content Specific Appointment: Select Type of Tutoring

Schedule Appointment

What type of appointment would you like to schedule?
- Tutoring Services

To help you find a time, please tell us why you'd like to see someone.
- Division of Student Success - Tutoring

Choose from the following options and click Next.
- please choose one
- please choose one
- Course-based Tutoring - 30 minutes
- Course-based Tutoring - 60 minutes
- English Language Tutoring - 30 minutes
- English Language Tutoring - 60 minutes
- Resume Tutoring

Select **Course-Based Tutoring** from the drop down menu.

Choose whether a **30** or **60 minute** session is preferable.
Content Specific Appointment: Select Location

Select the preferred location from the drop down menu.
Content Specific Appointment: Select Course

Select the course you want tutoring for from the drop down menu.
Content Specific Appointment: Select Tutor

Select a specific tutor if applicable. Click Next.
Content Specific Appointment: Choose a Time

Schedule Tutor Appointment

Appointment Times This Week

<table>
<thead>
<tr>
<th>Mon, Sep 25</th>
<th>Tue, Sep 26</th>
<th>Wed, Sep 27</th>
<th>Thu, Sep 28</th>
<th>Fri, Sep 29</th>
</tr>
</thead>
<tbody>
<tr>
<td>Morning N/A</td>
<td>Close</td>
<td>Morning N/A</td>
<td>Morning N/A</td>
<td>Morning N/A</td>
</tr>
<tr>
<td>Afternoon N/A</td>
<td>6:00pm</td>
<td>Afternoon N/A</td>
<td>Afternoon N/A</td>
<td>Afternoon N/A</td>
</tr>
<tr>
<td>Afternoon N/A</td>
<td>6:30pm</td>
<td>Afternoon N/A</td>
<td>Afternoon N/A</td>
<td>Afternoon 4 Available</td>
</tr>
</tbody>
</table>

Choose a **date** and **time** from the selections that appear.
Content Specific Appointment: Confirm Appointment

#1 - Review the information on the “Appointment Details” screen.
#2 - Enter your phone number and any additional comments for your tutor in the box on the left side.
#3 - Set a reminder by clicking Send Me an Email.
#4 - Click Confirm Appointment on the bottom right.
Content Specific Appointment: Confirmation Screen

Schedule Tutor Appointment

Success! Your Appointment Has Been Created

Appointment Details

Who: [Redacted] with Jill Eisenberg
Why: ACCT-H321 Intermediate Accounting I
When: Tue Sep 25, 2017 09:30 am - 10:00 am
Where: CLAS - Tutoring/Study Groups/Drop In/Workshops (73 Tremont St - 9th Floor)

What would you like to do now?
- Create Another Appointment
- View My Calendar
- Go Home

A confirmation screen should now appear so you can review the details again for your records.