



NAVIGATE

Student Facing: Scheduling Tutoring: Content Specific Appointments



**SUFFOLK
UNIVERSITY**

Division of
Student Success

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).



Sign in with your Suffolk University Username

[Sign in](#)

[Change Password](#)
[Forgot Password](#)
[Enroll in Password Reset](#)

Need help contact the Suffolk University Service Desk at 617-557-2000 or email servicedesk@suffolk.edu

Content Specific Appointments: Create an Appointment

Click **Get Assistance** on the right hand side of the screen.



[Get Assistance](#)

Actions

[I want to...](#)

[Issue an Alert](#)

Quick Links

[Take me to...](#)

[Schedule a General Event](#)

[Record Class Attendance](#)

[School Information](#)

[Download Center for Reports](#)

Upcoming Appointments

You have no upcoming appointments.

Content Specific Appointment: Choose Tutoring

Schedule Appointment

What type of appointment would you like to schedule?

-- please choose one --

-- please choose one --

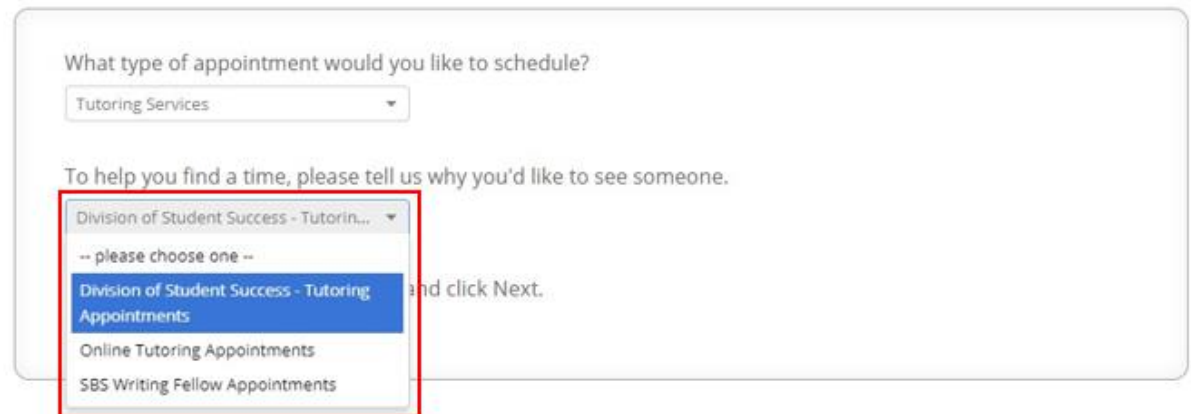
Advising Services

Tutoring Services

Select **Tutoring Services** from the drop down menu.

Content Specific Appointment: Select Type of Appointment

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 - Tutorin... and click Next.

-- please choose one --

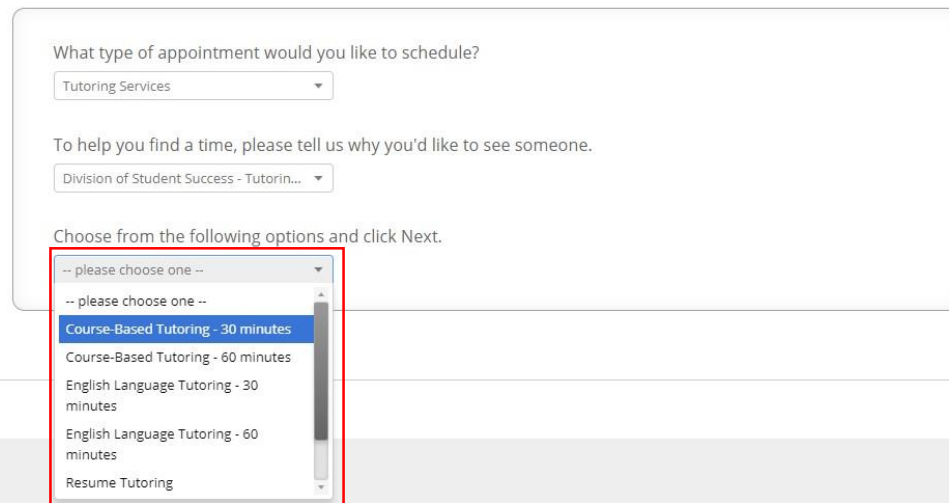
- Division of Student Success - Tutoring Appointments
- Online Tutoring Appointments
- SBS Writing Fellow Appointments

The screenshot shows a web form for scheduling an appointment. The first dropdown menu is set to 'Tutoring Services'. Below it, a second dropdown menu is open, showing options: 'Division of Student Success - Tutoring Appointments' (highlighted in blue), 'Online Tutoring Appointments', and 'SBS Writing Fellow Appointments'. A red box highlights this second dropdown menu. The text 'and click Next.' is partially visible to the right of the dropdown.

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 - Tutorin...

Choose from the following options and click Next.

- 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

Schedule Tutor Appointment

What location do you prefer?

-- please select a location for the appointment --

-- please select a location for the appointment --

CLAS - Tutoring/Study Groups/Drop in/
Workshops (73 Tremont St - 5th Floor)

◀ Back

Next

Select the preferred **location** from the drop down menu.

Content Specific Appointment: Select Course

Schedule Tutor Appointment

To help you find a time, please tell us why you'd like to see someone.

Choose from the following options and click Next.

Personal Statement
Writing Tutoring
Courses
ACCT-331 Lost Accounting
ACCT-360 Accounting Practicum
ACCT-4321 Intermediate Accounting I

Select the **course** you want tutoring for from the drop down menu.

Content Specific Appointment: Select Tutor

Schedule Tutor Appointment

What location do you prefer?

CLAS - Tutoring/Study Groups/Drop In/ Workshops (73 Tremont St - 9th Floor) ▾

Which tutor? You may select more than one.
if you don't have a preference, just click Next.

Any Tutor

◀ Back

Next ▶

Select a specific **tutor** if applicable.
Click **Next**.

Content Specific Appointment: Choose a Time

Schedule Tutor Appointment

Appointment Times This Week

Mon, Sep 25	Tue, Sep 26	Wed, Sep 27	Thu, Sep 28	Fri, Sep 29
Morning N/A	Close 6:00pm 6:30pm	Morning N/A	Morning N/A	Morning N/A
Afternoon N/A		Afternoon N/A	Afternoon N/A	Afternoon 4 Available

View the times you can see a staff member without an appointment. [View Walk-in Times](#)

Choose a **date** and **time** from the selections that appear.

Content Specific Appointment: Confirm Appointment

The screenshot shows a mobile application interface for confirming an appointment. It is divided into several sections:

- #1** points to the "Appointment Details" header.
- The details section includes:
 - Who:** [Redacted] with Jill Eisenberg
 - When:** Tuesday, September 26, 9:30am - 10:00am
 - Why:** ACCT-H321 Intermediate Accounting I
 - Where:** CLAS - Tutoring/Study Groups/Drop In/Workshops (73 Tremont St - 9th Floor)
 - Additional Details:** THIS IS NOT REAL AVAILABILITY. THIS IS FOR TESTING.
- #2** points to a text input box with the placeholder "Comments for your tutor..." and the prompt "Is there anything specific you would like to discuss with Jill?".
- #3** points to the "Send Me an Email" button, which is part of a reminder selection area with the prompt "Would you like to set a reminder?". A "Send Me a Text" button is also visible.
- #4** points to the "Confirm Appointment" button at the bottom right.
- A "Back" button is located at the bottom left.

#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.