



**NAVIGATE**

**Student Facing:  
Scheduling Writing Tutoring  
Appointments**



**SUFFOLK  
UNIVERSITY**

**Division of  
Student Success**

# Writing Tutoring 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

Username example jdoe
Password

Sign in

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

Need help contact the Suffolk University Service Desk at 617-557-2000 or email [service@desksuffolk.edu](mailto:service@desksuffolk.edu)

# Writing Tutoring Appointment: 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.

# Writing Tutoring Appointment: Choose Tutoring

Schedule Appointment

What type of appointment would you like to schedule?

-- please choose one --

-- please choose one --

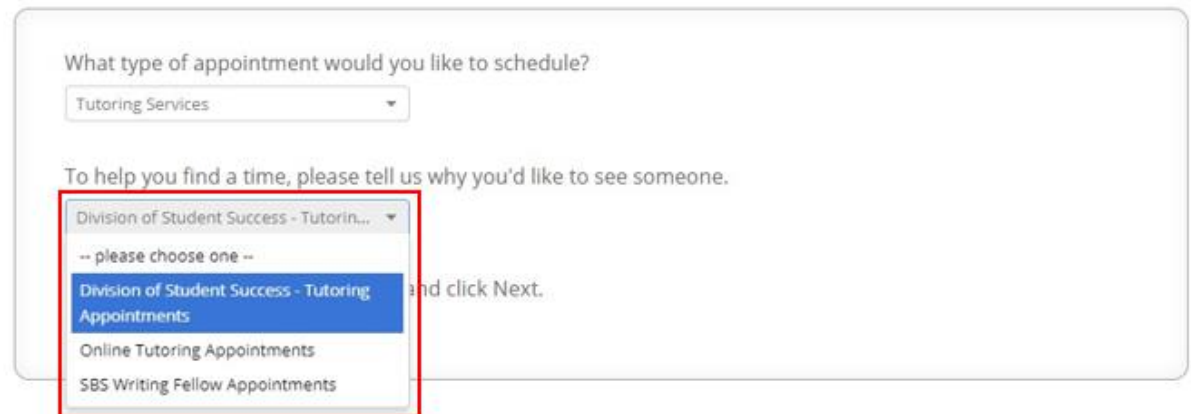
Advising Services

**Tutoring Services**

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

# Writing Tutoring 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...  
-- please choose one --  
Division of Student Success - Tutoring Appointments  
Online Tutoring Appointments  
SBS Writing Fellow Appointments

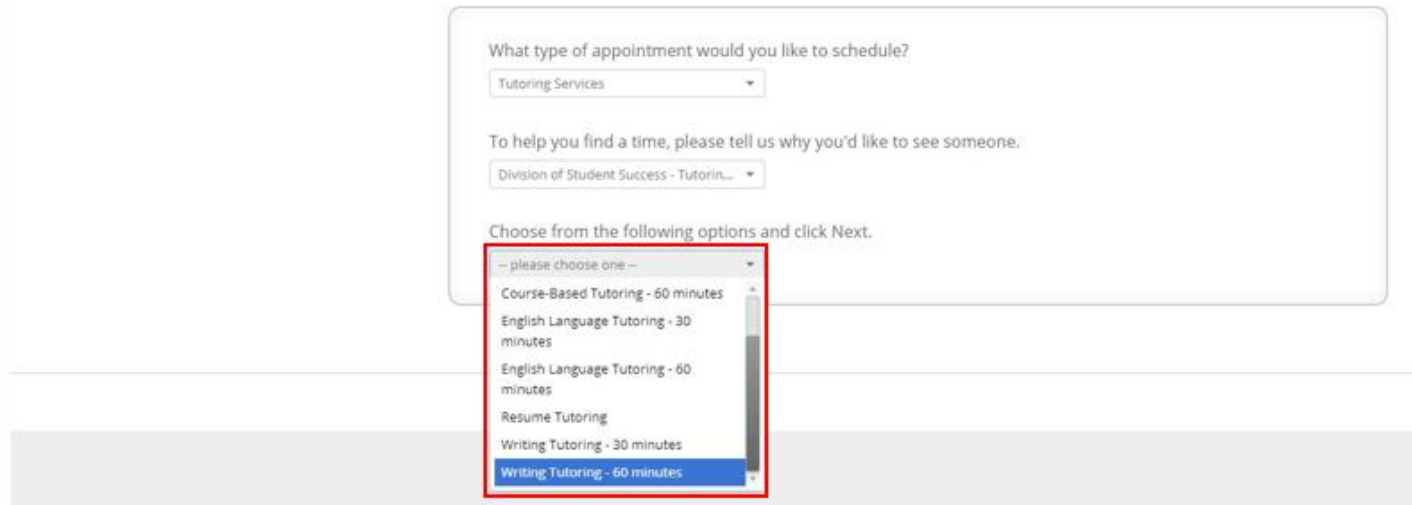
and click Next.

The screenshot shows a web form for scheduling a writing tutoring appointment. The first dropdown menu is set to 'Tutoring Services'. Below it, a second dropdown menu is open, showing options: 'Division of Student Success - Tutorin...', '-- please choose one --', 'Division of Student Success - Tutoring Appointments', 'Online Tutoring Appointments', and 'SBS Writing Fellow Appointments'. The 'Division of Student Success - Tutoring Appointments' option is highlighted in blue. A red box highlights the entire second dropdown menu. To the right of the dropdown, the text 'and click Next.' is visible.

Select either **Division of Student Success** or **Online Tutoring** according to your preference.

# Writing Tutoring 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 - 60 minutes
- English Language Tutoring - 30 minutes
- English Language Tutoring - 60 minutes
- Resume Tutoring
- Writing Tutoring - 30 minutes
- Writing Tutoring - 60 minutes

Select **Writing Tutoring** from the drop down menu.  
Choose whether a **30** or **60 minute** session is preferable.

# Writing Tutoring Appointment: Select Location

Schedule Tutor Appointment

What location do you prefer?

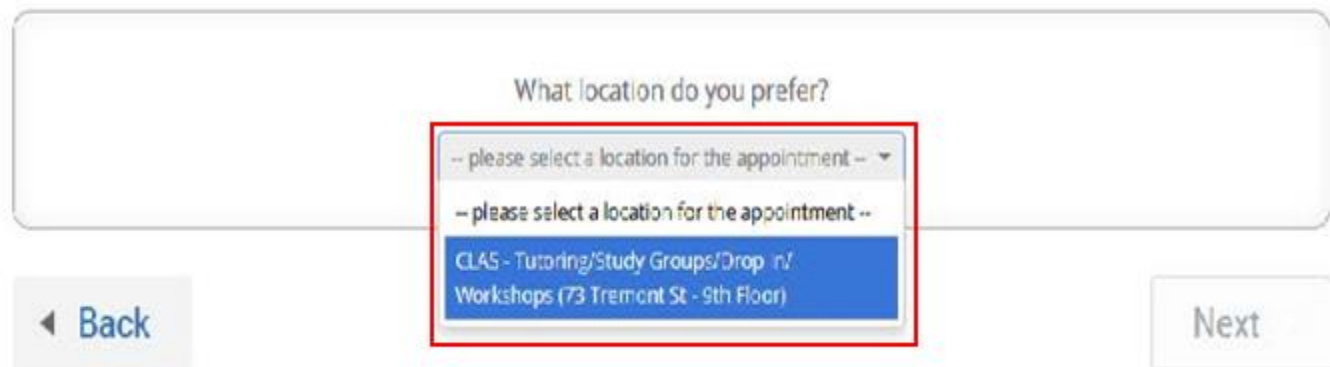
-- please select a location for the appointment --

-- 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.

# Writing Tutoring 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

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Next ▶

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



# Writing Tutoring 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	<a href="#">Close</a> 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.

# Writing Tutoring Appointment: Confirm Appointment

**#1** Appointment Details

**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.

*Is there anything specific you would like to discuss with Jill?*

**#2** Comments for your tutor...

**#3** Would you like to set a reminder?  
   
Email will be sent to smartley@suffolk.edu

**#4**

#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.

# Writing Tutoring 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.