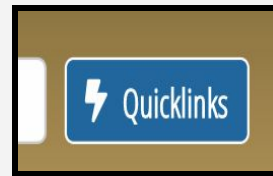
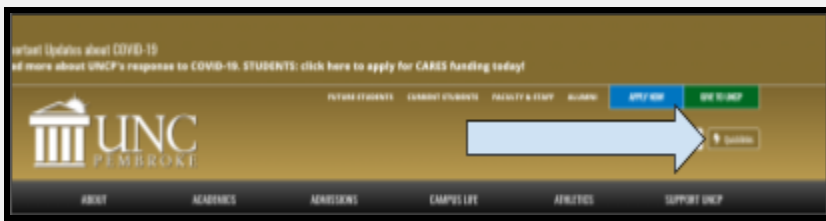
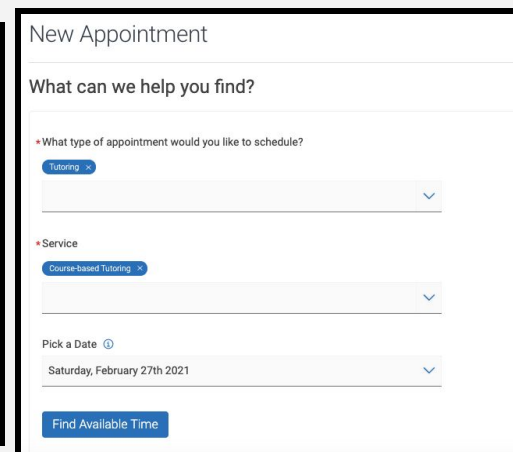
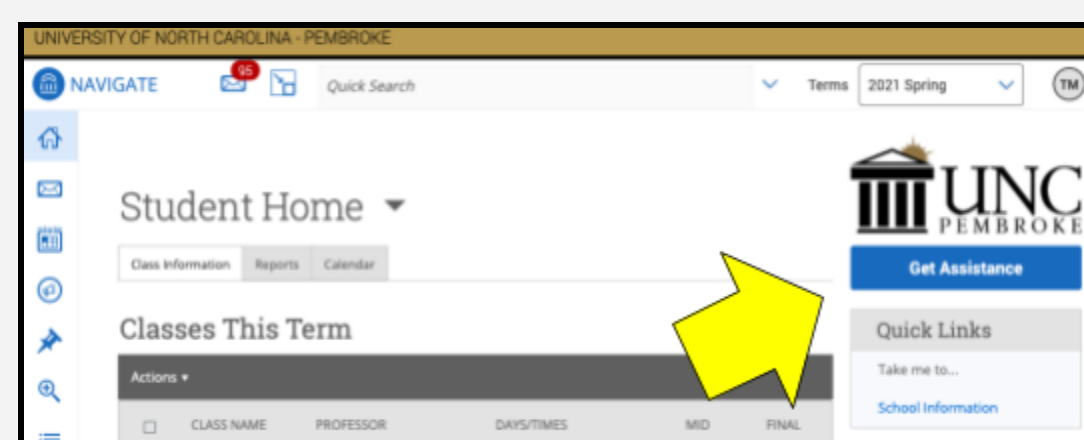




How to: Schedule a Tutoring Appointment



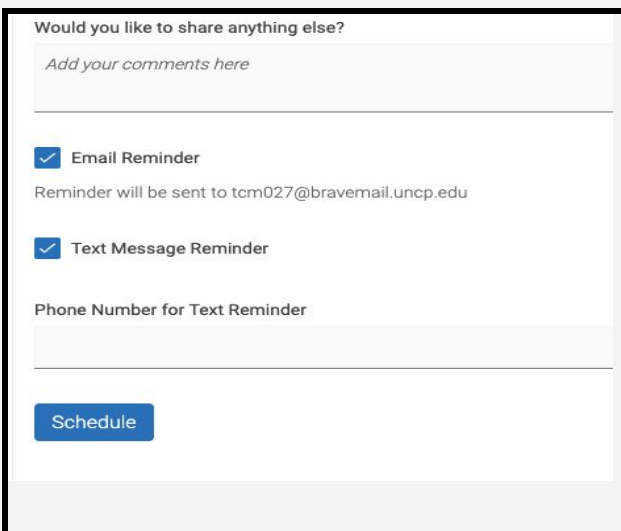
First: Go to “www.uncp.edu”, then click “**Quicklinks**”. A drop down menu will appear. Scroll down this menu and click “**EAB Navigate**”.



Next: EAB Navigate will open. Click the blue “**Get Assistance**” link located at the top right of the screen. An appointment menu will appear. Select “**Tutoring**” as the appointment type, “**Course-based Tutoring**” as the wanted service, and enter the desired appointment date. Click the “**Find Available Time**” button.



Then: In the blue box, **click the course** you need help in. A list of possible appointment times and dates will appear. **Select the time and date** you wish to meet for tutoring.



Lastly: If you wish, add comments to inform your tutor of session-related matters. This can include specific concepts you would like to review during the tutoring session and more. Sign up for email and text reminders of your appointment time. Be sure to click “**Schedule**” at the bottom of the screen to confirm the appointment.

Congratulations!

You have scheduled your tutoring session.