Directions for Joining a Group Tutoring Session

1. Click “Weekly Group Tutoring Registration” or copy this link to your web browser:  
https://app.retain.io/users/sign_in  

2. Scroll to the bottom of the page and click “Click Here” located next to “Campus Login?”

3. Type “lehigh” (case sensitive) where the box says “Enter School ID”

4. Click “go” (do not hit enter)
5. Enter your Lehigh credentials (userID and password)

6. You will be brought to your Dashboard

7. In order to join a group, click “Join Groups” in the top right corner
8. This will reveal a drop down menu item. Click “Group Tutoring.”

9. Filter the list by which subject you would for which you would like tutoring.

10. Once you have found a day and time that work for you, click “Join Group.”
11. You will be prompted with a confirmation box. Click “OK” if that is the group you intended to join.

12. You will know that you have joined the group when the green ribbon appears on the top of the screen stating “Successfully enrolled in COURSE Group Tutoring.”
13. You can click “My schedule” to see your upcoming tutoring appointments.

14. Hover your cursor over the appointment to see the course, time, location, and tutor’s name.

15. If you no longer want to be in your group tutoring session, please email intutor@lehigh.edu to be removed.

16. Please note, group tutoring is most effective if you attend regularly. Group tutoring is a weekly commitment. If you miss three (3) tutoring sessions, you will be removed from the group. If you know in advance that you will be missing a session, please email your tutor to let them know that you will not be attending that week’s session.