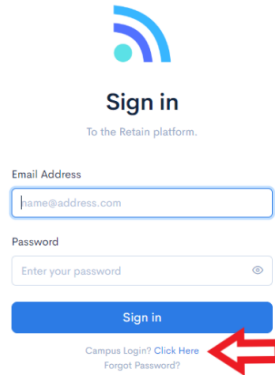


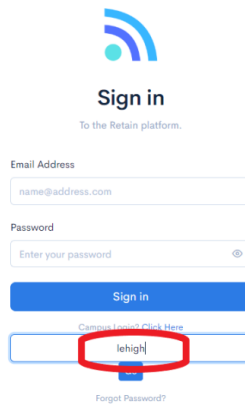
Directions for Joining a Group Tutoring Session

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?”



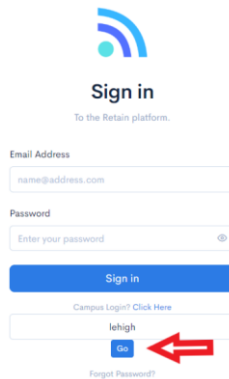
The image shows the top portion of the Retain platform sign-in page. It features the Retain logo (a stylized 'R' with a blue and green dot) and the text "Sign in To the Retain platform." Below this are two input fields: "Email Address" with the placeholder "jsme@address.com" and "Password" with the placeholder "Enter your password". A blue "Sign in" button is positioned below the password field. At the bottom of the form, the text "Campus Login? Click Here" is displayed, with a red arrow pointing to the "Click Here" link. Below this link is a "Forgot Password?" link.

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



The image shows the sign-in form with the "lehigh" school ID entered in the "Enter School ID" field. The "lehigh" text is highlighted by a red box. The "Email Address" field contains "name@address.com" and the "Password" field contains "Enter your password". The "Sign in" button is visible. Below the "Enter School ID" field, the text "Campus Login? Click Here" is displayed, with a red arrow pointing to the "Click Here" link. Below this link is a "Forgot Password?" link.

4. Click “go” (do not hit enter)



The image shows the sign-in form with the "lehigh" school ID entered in the "Enter School ID" field. The "lehigh" text is highlighted by a red box. The "Email Address" field contains "name@address.com" and the "Password" field contains "Enter your password". The "Sign in" button is visible. Below the "Enter School ID" field, the text "Campus Login? Click Here" is displayed, with a red arrow pointing to the "Click Here" link. Below this link is a "Forgot Password?" link.

5. Enter your Lehigh credentials (userID and password)

Please enter your Lehigh username and password in the form below.

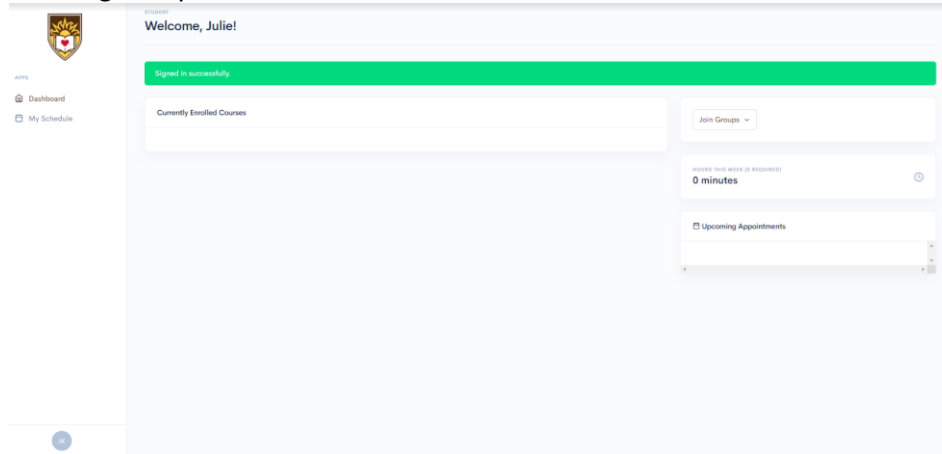
Username

Password

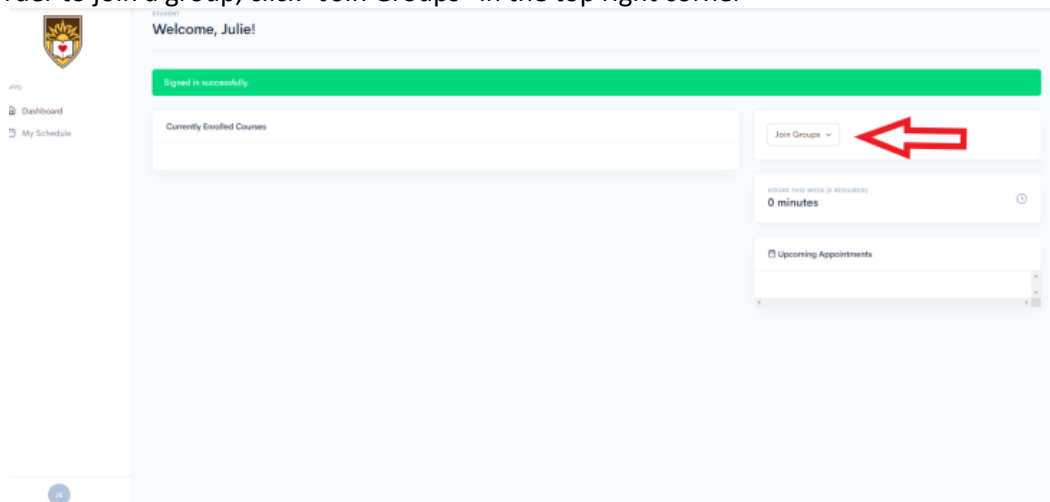
Login

[Forgot your password?](#)

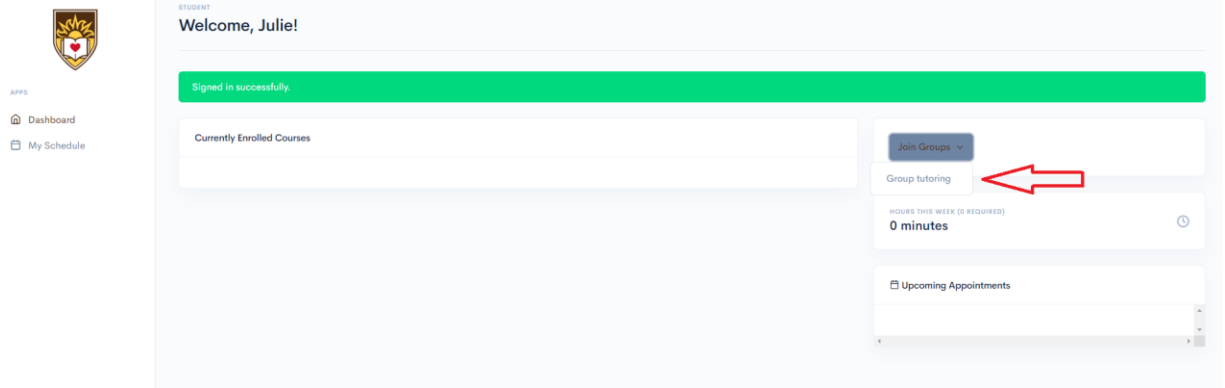
6. You will be brought to your Dashboard



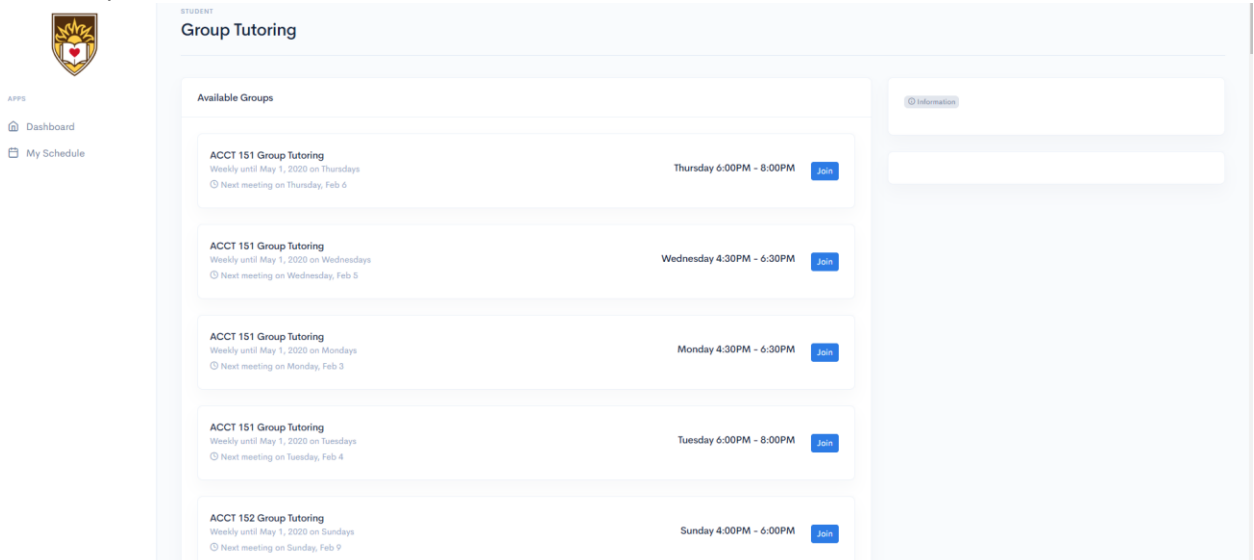
7. In order to join a group, click “Join Groups” in the top right corner



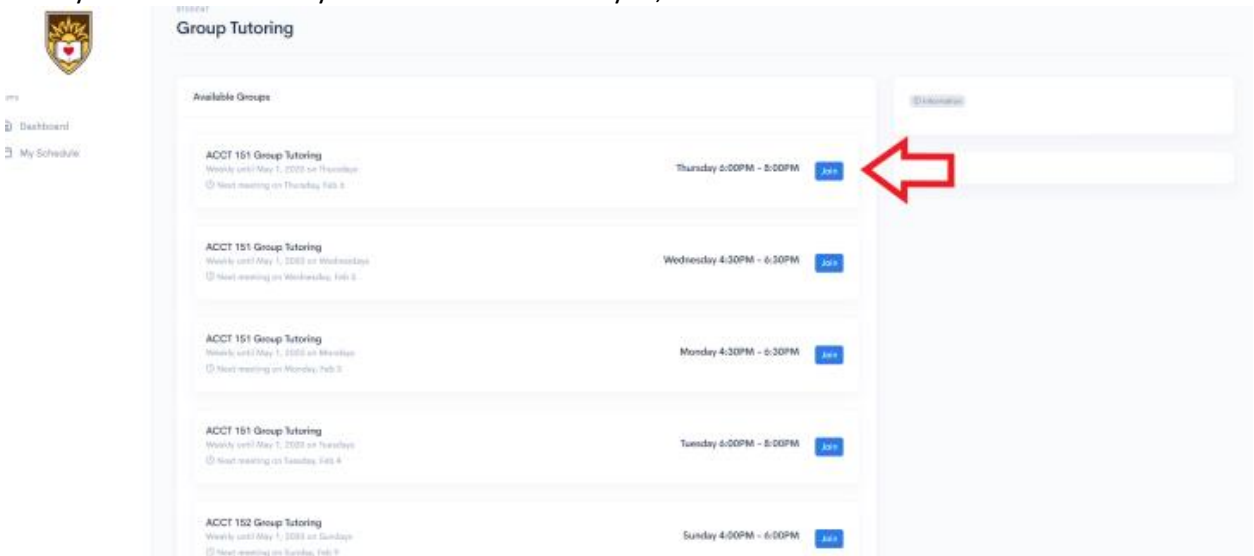
8. This will reveal a drop down menu item. Click “Group Tutoring.”



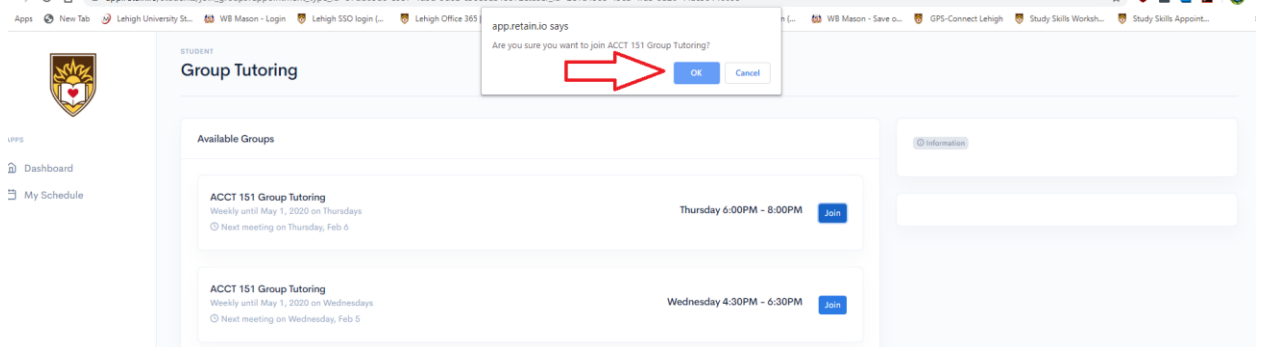
9. Scroll through the courses to identify which course you would like tutoring and what time works best for your schedule.



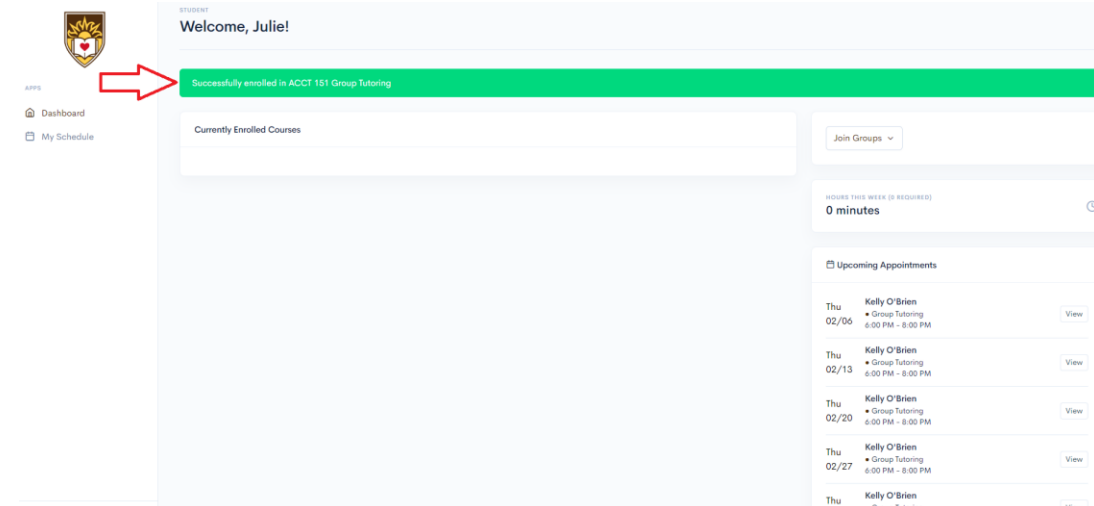
10. Once you have found a day and time that work for you, click “Join”



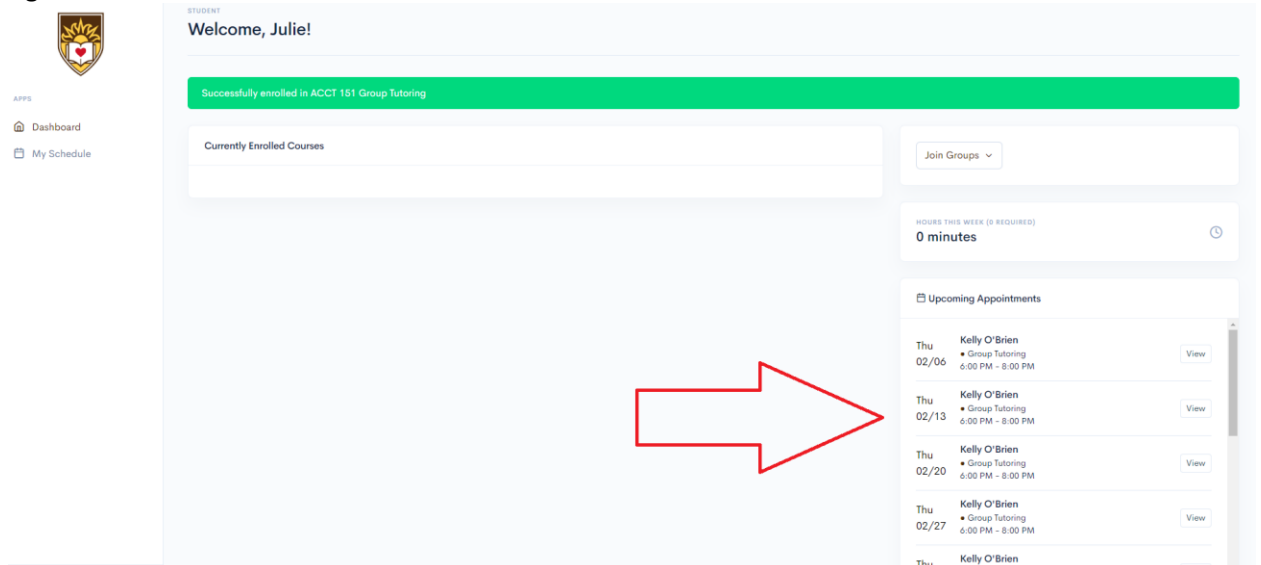
11. You will be prompted with a confirmation box. Click “OK” if that is the group you intended to join.



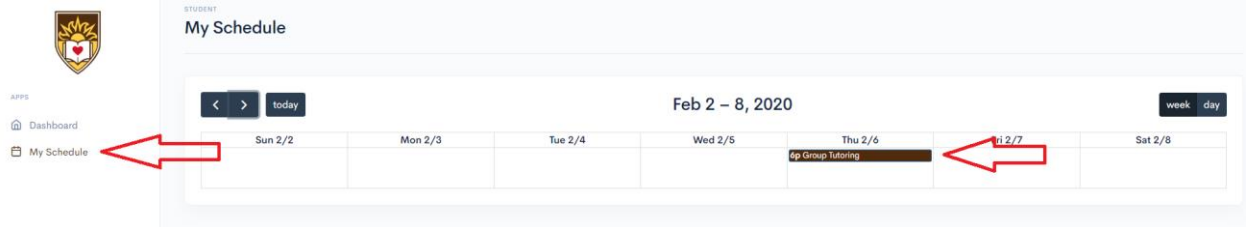
12. You will know that you have joined the group when the green ribbon appears on the top of the screen stating “Successfully enrolled in COURSE Group Tutoring.”



13. Please note that all of your upcoming tutoring appointments can be found in the box on the right.



14. You can also click “My schedule” to see your upcoming tutoring appointments.



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