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. 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.