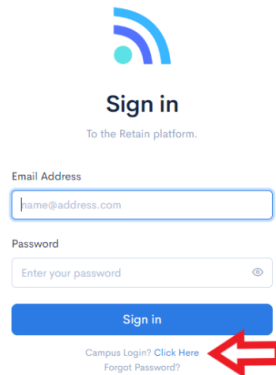


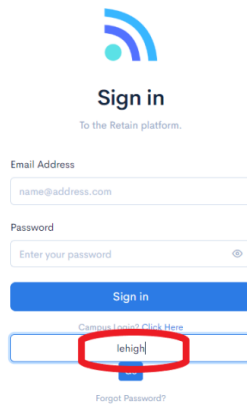
Directions for Making a Residential Tutoring Appointment

1. Click “Residential 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?”



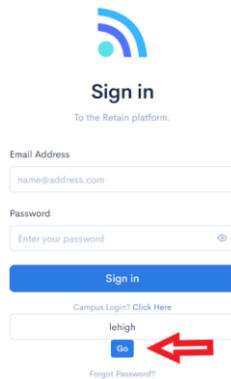
The screenshot shows the 'Sign in' page for the Retain platform. It features a logo at the top, followed by the text 'Sign in' and 'To the Retain platform.'. Below this are two input fields: 'Email Address' with the placeholder 'name@address.com' and 'Password' with the placeholder 'Enter your password'. A blue 'Sign in' button is positioned below the password field. At the bottom, there is a link 'Campus Login? Click Here' and a 'Forgot Password?' link. A red arrow points to the 'Click Here' text.

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



This screenshot shows the 'Sign in' page with the 'lehigh' text entered into the 'Enter School ID' field. The field is highlighted with a red rectangle. The rest of the page, including the email and password fields and the 'Sign in' button, remains the same.

4. Click “go” (do not hit enter)



The final screenshot shows the 'Sign in' page with the 'lehigh' text in the 'Enter School ID' field. A red arrow points to the 'go' button, which is located at the bottom of the page next to the 'lehigh' text.

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



APPS

- Dashboard
- My Schedule

STUDENT

Welcome, Vicky!


Fall 2020 Enrolled Courses

Fall 2020

Book Appointment Join Groups

Today's Appointments

7. In order to make an individual tutoring appointment, click “Book Appointment” in the top right corner



APPS

- Dashboard
- My Schedule

STUDENT

Welcome, Vicky!

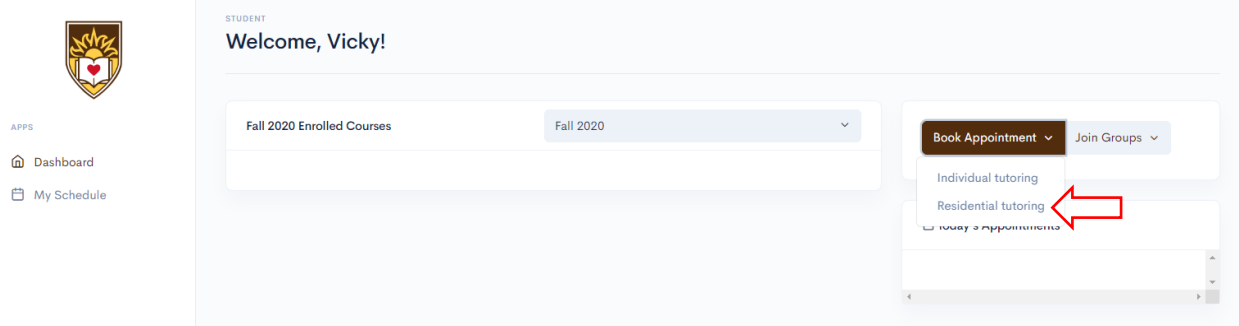
Fall 2020 Enrolled Courses

Fall 2020

Book Appointment Join Groups

Today's Appointments

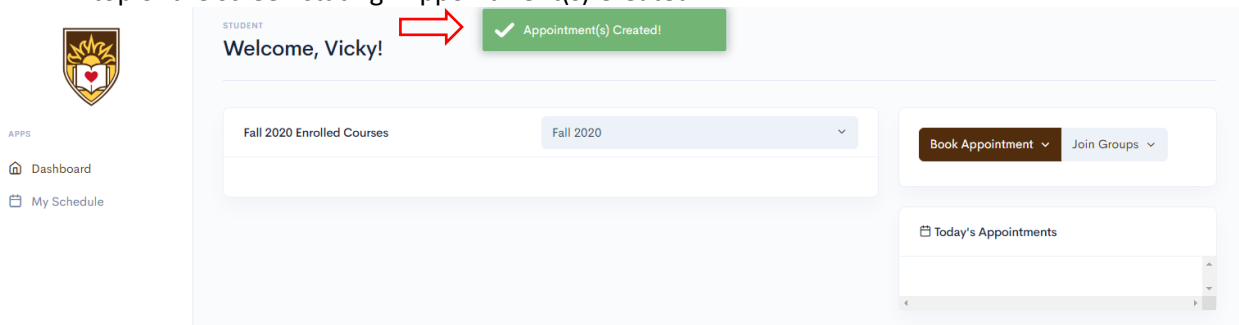
8. This will reveal a drop down menu item. Click “Residential tutoring.”



9. Select the course, date, tutor, and time you would like then click Submit.

The screenshot shows the 'New Residential Tutoring Appointment' form. On the left sidebar, there is a red arrow pointing to the 'Course Subject' dropdown menu, which is set to 'CHM 030'. The main form area has four steps: 1. 'Choose Date' with a date picker set to 'September 10, 2020' (indicated by a red arrow); 2. 'Select Host' with a list of tutors: Giorgos Hiotis (available), Logan LaClair (available, highlighted with a blue bar and a red arrow), Jitong Ding (available), and Longhui Gao (available); 3. 'Select Time (35 minutes)' with three time slots: 8:00 PM (selected with a blue bar and a red arrow), 8:40 PM, and 9:20 PM; 4. 'Confirm Selected Date & Time' showing a summary: 'This appointment will meet Remotely' and 'Date: Thursday, Sep 10 Time: 8:00 PM- 8:35 PM'. A 'Submit' button is at the bottom right, indicated by a red arrow. A red arrow also points to the 'Location' dropdown menu, which is set to 'REMOTE'.

10. You will know that you have create your appointment when the green ribbon appears on the top of the screen stating “Appointment(s) Created.”



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

STUDENT

My Schedule

APPS

- Dashboard
- My Schedule

Sep 6 – 12, 2020

Sun 9/6	Mon 9/7	Tue 9/8	Wed 9/9	Thu 9/10	Fri 9/11	Sat 9/12
				8p Residential Tutoring		

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

STUDENT

My Schedule

APPS

- Dashboard
- My Schedule

Sep 6 – 12, 2020

Sun 9/6	Mon 9/7	Tue 9/8	Wed 9/9	Thu 9/10	Fri 9/11	Sat 9/12
				8p Residential Tutoring		

Residential Tutoring (scheduled)

Time: 8:00- 8:35 PM

Location: REMOTE

Course: CHM 030

With: Logan LaClair

13. You can cancel your residential tutoring session no later than 12 hours before your scheduled session.