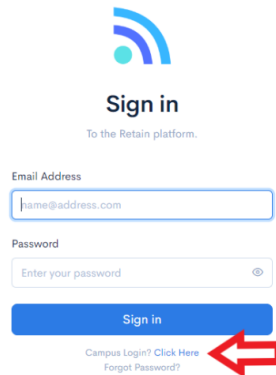
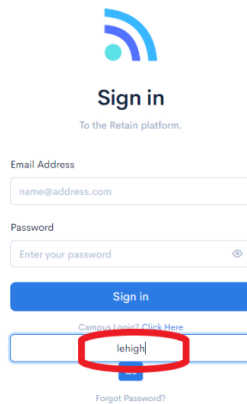


Directions for Making an Individual Tutoring Appointment

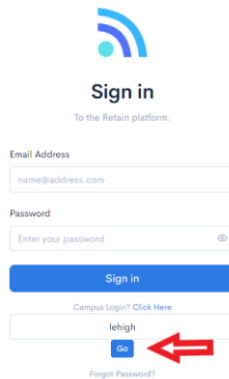
1. Click “Individual Tutoring Registration” or copy this link to your web browser:
https://app.retain.io/users/sign_in
2. Scroll to the bottom of the page and click “Click Here” located next to “Campus Login?”



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)

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 “Individual tutoring.”

The screenshot shows the student dashboard with the header "STUDENT Welcome, Vicky!". On the left is a sidebar with the university logo and navigation links: "APPS", "Dashboard", and "My Schedule". The main content area has a section for "Fall 2020 Enrolled Courses" with a dropdown menu set to "Fall 2020". To the right, there is a "Book Appointment" dropdown menu that is open, showing options: "Individual tutoring", "Residential tutoring", and "New Appointments". A red arrow points to the "Individual tutoring" option.

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

The screenshot shows the "New Individual Tutoring Appointment" form. On the left is a sidebar with the university logo and navigation links: "APPS", "Dashboard", and "My Schedule". The main content area has a section for "Appointment Details" with a dropdown menu set to "REMOTE". Below this is a "Course Subject" dropdown menu set to "CHM 031". A red arrow points to this dropdown. To the right, there are three steps: 1. "Choose Date" with a date picker set to "September 14, 2020" (red arrow); 2. "Select Host" with a list of tutors: "FangMing Song" (available) and "Alexandria Pellett" (available) (red arrow); 3. "Select Time (35 minutes)" with three time slots: "6:00 PM", "6:40 PM", and "7:20 PM" (red arrow). Below these is a "Confirm Selected Date & Time" section with a note: "This appointment will meet Remotely" and "Date: Monday, Sep 14 Time: 6:00 PM- 6:35 PM". At the bottom is a "Submit" button (red arrow).

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.”

The screenshot shows the student dashboard with the header "STUDENT Welcome, Vicky!". A green banner at the top of the main content area says "Appointment(s) Created!". Below this is a section for "Fall 2020 Enrolled Courses" with a dropdown menu set to "Fall 2020". To the right, there is a "Book Appointment" dropdown menu and a "Join Groups" dropdown menu. Below these is a section for "Today's Appointments" with a list of appointments. A red arrow points to the green banner.

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

STUDENT

My Schedule

APPS

- Dashboard
- My Schedule

Sep 13 – 19, 2020

Sun 9/13	Mon 9/14	Tue 9/15	Wed 9/16	Thu 9/17	Fri 9/18	Sat 9/19
	6p Individual 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 13 – 19, 2020

Sun 9/13	Mon 9/14	Tue 9/15	Wed 9/16	Thu 9/17	Fri 9/18	Sat 9/19
	6p Individual Tutoring					

Individual Tutoring (scheduled)

Time: 6:00 - 6:35 PM

Location: REMOTE

Course: CHM 031

With: Alexandria Pellett

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