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)

6. You will be brought to your Dashboard

7. In order to make an individual tutoring appointment, click “Book Appointment” in the top right corner
8. This will reveal a drop down menu item. Click “Individual tutoring.”

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

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.

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

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