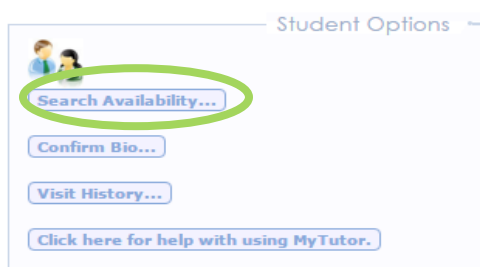


How to Schedule a Tutoring Appointment via MYTUTOR

1. Go to the UAB VMASC homepage
www.uab.edu/success
2. Click the **MyTutor Login** tab on the right side.
3. Login using your BlazerID and Password.
4. You should then see the **MyTutor Main Menu**.
5. Click **Search Availability** on the left side.



6. Click the dropdown box below **Center:** and select **Tutoring**.
7. Click the **Section/Reason** drop down boxes and select the subject/class for which you would like

1221091

Center:
Tutoring ▼

Section:
CH-237 OW 1740 ▼

From:
06/12/2017

To:
06/26/2017

Time:
1:00a to 11:59p

Days:
MON TUE WED THU FRI SAT SUN
All None M-F

Search

8. Click **Search**.

9. You should then see a calendar with timeslots for tutoring availability.

Available Time Slots:			
Fri 9/12/2014	Mon 9/15/2014	Tue 9/16/2014	Wed 9/17/2014
You may not book sooner than 7 days prior to the appointment, and no later than 24:00 hours prior to the appointment.			
Jordyn Lawrence 12:00 PM - 1:00 PM 1:00 PM - 2:00 PM 2:00 PM - 3:00 PM	Olutomi Akinduro 1:30 PM - 2:30 PM	Olutomi Akinduro 1:30 PM - 2:30 PM	Olutomi Akinduro 2:30 PM - 3:30 PM 3:30 PM - 4:30 PM
Dallas Moran 10:00 AM - 11:00 AM 11:00 AM - 12:00 PM 12:00 PM - 1:00 PM 2:00 PM - 3:00 PM	Jordyn Lawrence 3:00 PM - 4:00 PM 4:00 PM - 5:00 PM 5:00 PM - 6:00 PM 6:00 PM - 7:00 PM	Lloyd Balfour 5:00 PM - 6:00 PM	Jordyn Lawrence 9:00 AM - 10:00 AM 10:00 AM - 11:00 AM 11:00 AM - 12:00 PM
	Heather Minton 2:30 PM - 3:30 PM 3:30 PM - 4:30 PM 4:30 PM - 5:30 PM	Heather Minton 3:00 PM - 4:00 PM 4:00 PM - 5:00 PM	Heather Minton 9:00 AM - 10:00 AM 2:30 PM - 3:30 PM 3:30 PM - 4:30 PM 4:30 PM - 5:30 PM 5:30 PM - 6:00 PM
	Dallas Moran 3:00 PM - 4:00 PM		Dallas Moran

10. Click the timeslot below the day of the week in which you would like to schedule an appointment.
11. Click **Save**.
12. You should receive an email confirming your appointment.

IF YOU NEED TO CANCEL AN APPOINTMENT PLEASE DO SO BY 10PM THE NIGHT BEFORE THE APPOINTMENT!

Appointments can be canceled by logging into MyTutor where you will see a list of your upcoming appointments on your Main Menu. Click the (X) next to the appointment you would like to cancel and your appointment will be canceled