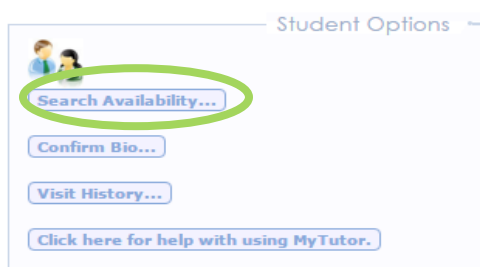# How to Schedule a Tutoring Appointment via MYTUTOR

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

8. Click **Search**.

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

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

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