

# SCHEDULING A TUTORING APPOINTMENT IN COMPASS

## STEP 1:

CLICK ON THE BLUE "SCHEDULE AN APPOINTMENT" BUTTON FOUND ON OUR WEBSITE, [LIBERTY.EDU/TUTORING](http://LIBERTY.EDU/TUTORING).



Schedule Appointment

## STEP 2:

USE YOUR LIBERTY USERNAME AND PASSWORD TO SIGN IN TO COMPASS.



LIBERTY UNIVERSITY

Sign in

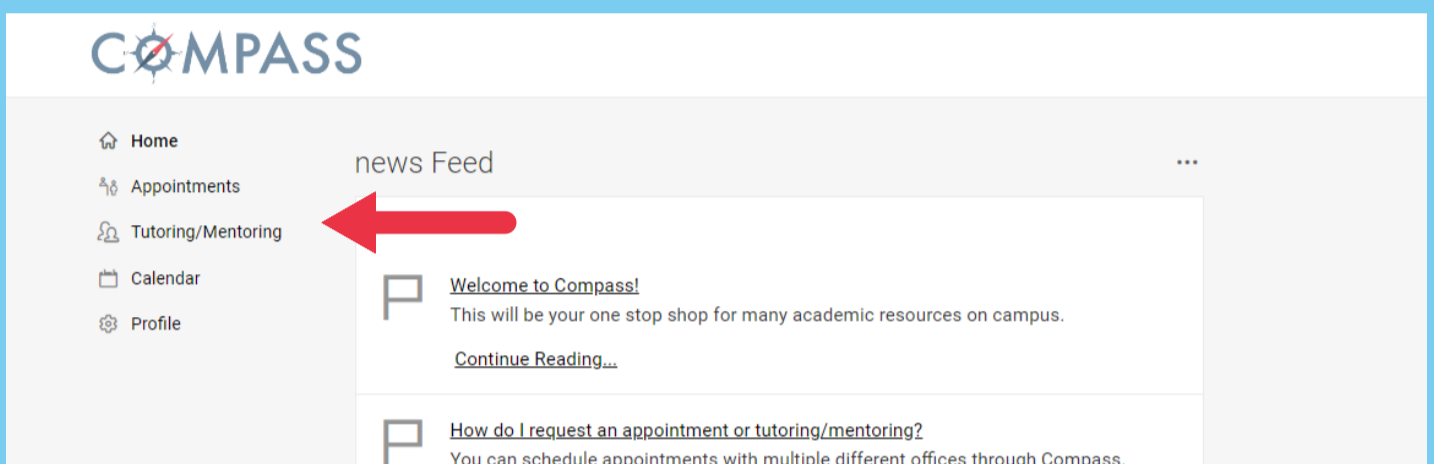
[Can't access your account?](#)

Back

Next

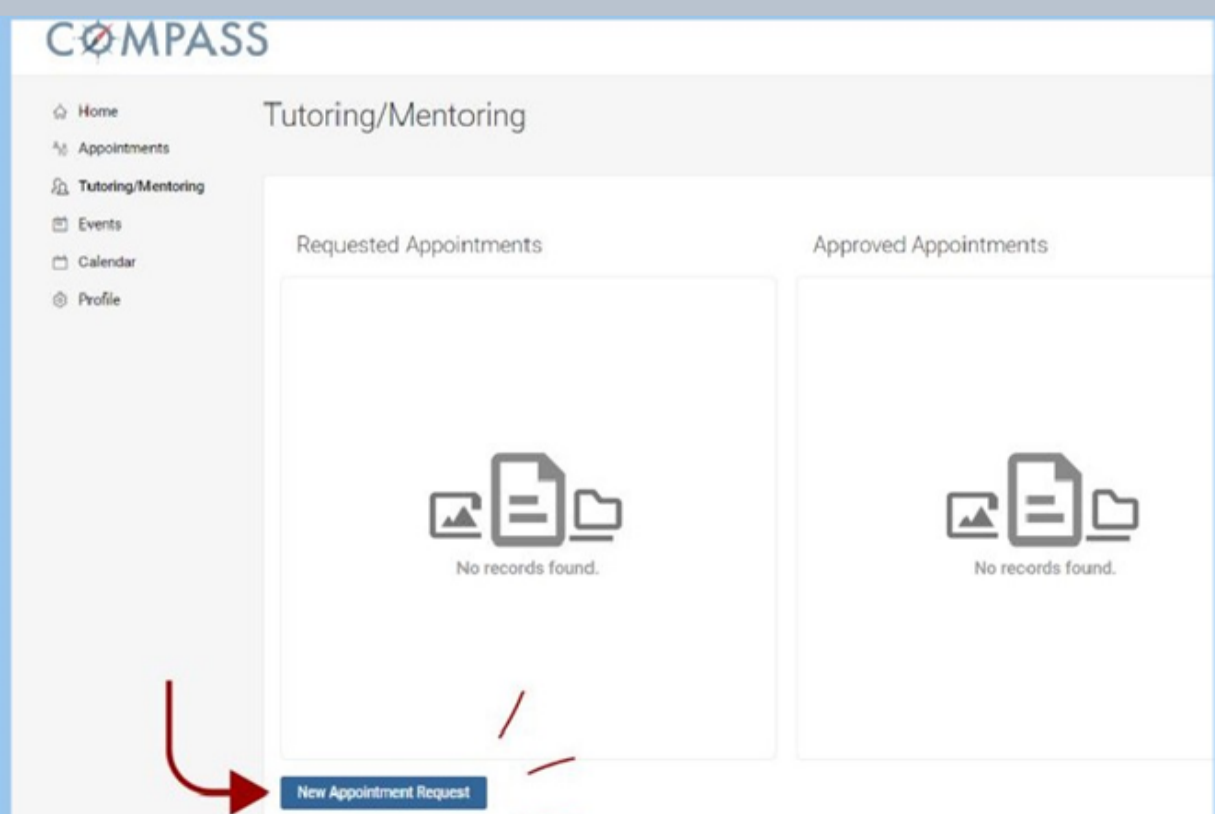
## STEP 3:

ON THE COMPASS HOMEPAGE, CLICK ON THE "TUTORING/MENTORING" LINK ON THE NAVIGATION SIDEBAR.



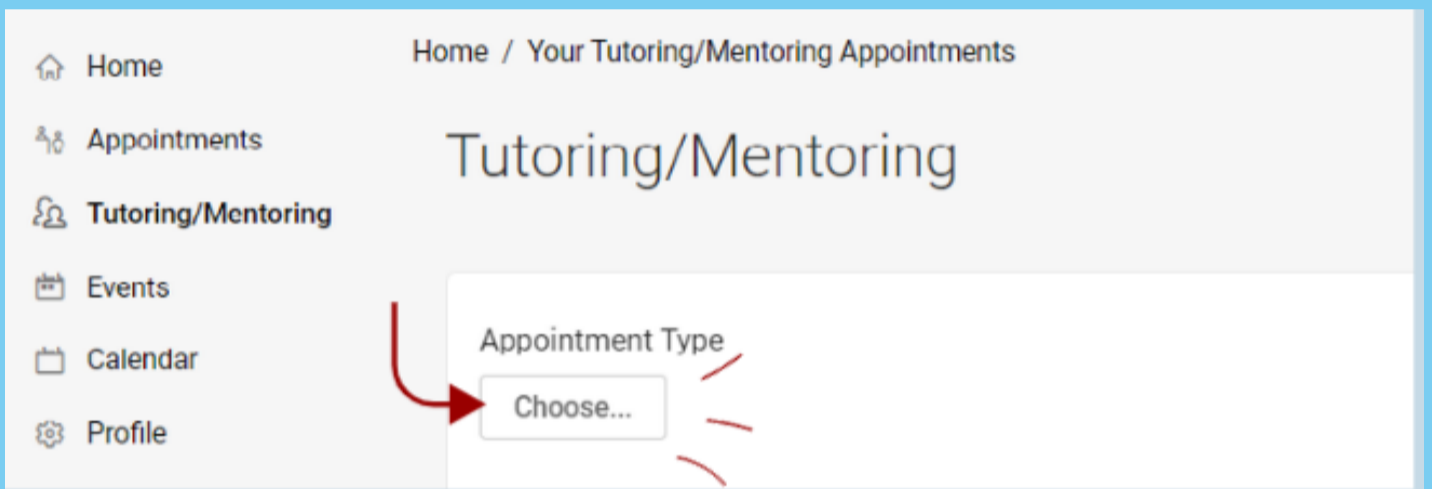
## STEP 4:

TO REQUEST AN APPOINTMENT, SELECT "NEW APPOINTMENT REQUEST."



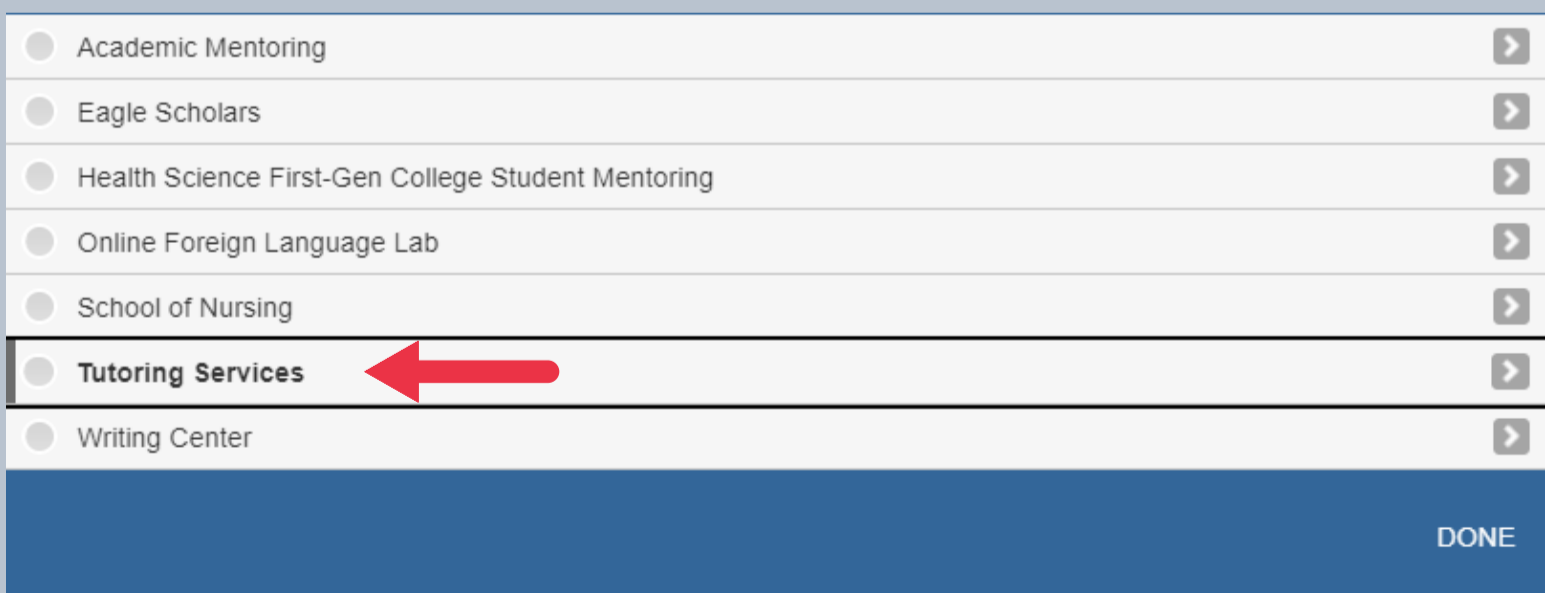
## STEP 5:

UNDER APPOINTMENT TYPE, SELECT "CHOOSE."



## STEP 6:

SELECT TUTORING SERVICES OR GROUP TUTORING SERVICES.



## STEP 7:

CHOOSE THE SUBJECT OF TUTORING YOU NEED (PRAXIS STUDENTS, SELECT THE "PRAXIS" OPTION).



<input type="radio"/> ACCT	>
<input type="radio"/> ARAB	>
<input type="radio"/> ASLI	>
<input type="radio"/> AVIA	>
<input type="radio"/> BCHM	>
<input type="radio"/> BIBL	>
<input checked="" type="radio"/> BIOL	>
<input type="radio"/> BUSI	>
<input type="radio"/> CHEM	>

## STEP 8:

CHOOSE YOUR CLASS.

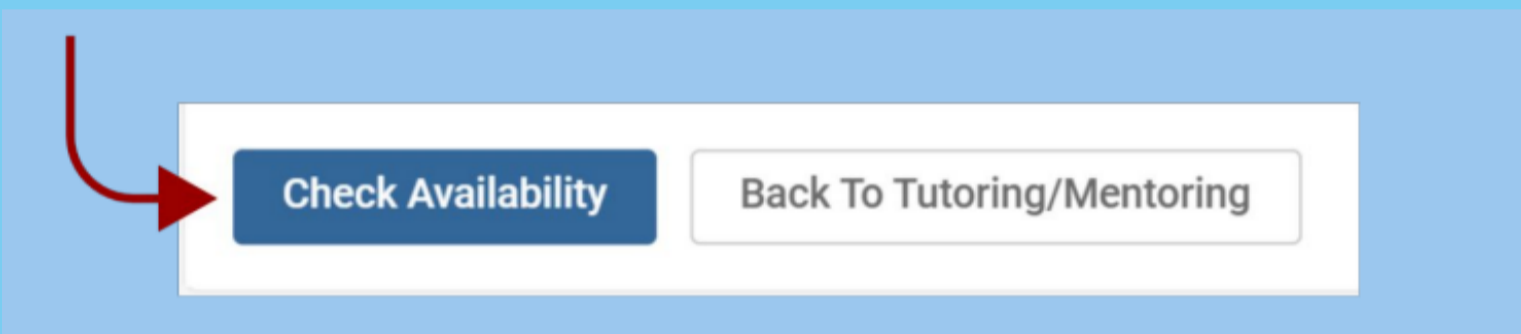


BACK	Choose	DONE
<input checked="" type="radio"/> ACCT 209		>
<input type="radio"/> ACCT 211		>
<input type="radio"/> ACCT 212		>
<input type="radio"/> ACCT 301		>
<input type="radio"/> ACCT 302		>
<input type="radio"/> ACCT 311		>
<input type="radio"/> ACCT 332		>
<input type="radio"/> ACCT 370		>

BACK DONE

## STEP 9:

FOR BEST RESULTS, SKIP OVER THE FILTERS AND CLICK "CHECK AVAILABILITY."



## STEP 10:

FIND AN APPOINTMENT THAT WORKS BEST FOR YOUR SCHEDULE AND SELECT IT BY CLICKING ON THE TUTOR'S NAME.



Date	Tutor Name	Time	Availability
Monday, Jul 11, 2022	Theo Myres (DeMoss 1100)	10:15 am	30, 60 mins (1 of 1 slots available)
	Theo Myres (DeMoss 1100)	10:45 am	30, 60 mins (1 of 1 slots available)
	Theo Myres (DeMoss 1100)	11:15 am	30, 60 mins (1 of 1 slots available)
Tuesday, Jul 12, 2022	Theo Myres (DeMoss 1100)	8:15 am	30, 60 mins (1 of 1 slots available)

## STEP 11:

**FILL OUT THE INFORMATION IN THE CONFIRMATION BOX AND SUBMIT YOUR APPOINTMENT REQUEST.**




Confirm Tutoring/Mentoring ×

Length (in minutes)

Liberty ID number

In the below box, indicate what specific questions or topics you plan to discuss with your tutor.



**SUCCESS! YOUR APPOINTMENT HAS BEEN MADE!**



## VIRTUAL APPOINTMENT REQUEST



**WE ARE ABLE TO ACCOMMODATE VIRTUAL APPOINTMENTS ON A CASE-BY-CASE BASIS. IF YOU ARE IN NEED OF A VIRTUAL TUTORING APPOINTMENT, PLEASE EMAIL [TUTORING@LIBERTY.EDU](mailto:TUTORING@LIBERTY.EDU) FOR MORE INFORMATION ON SETTING UP A VIRTUAL APPOINTMENT.**

