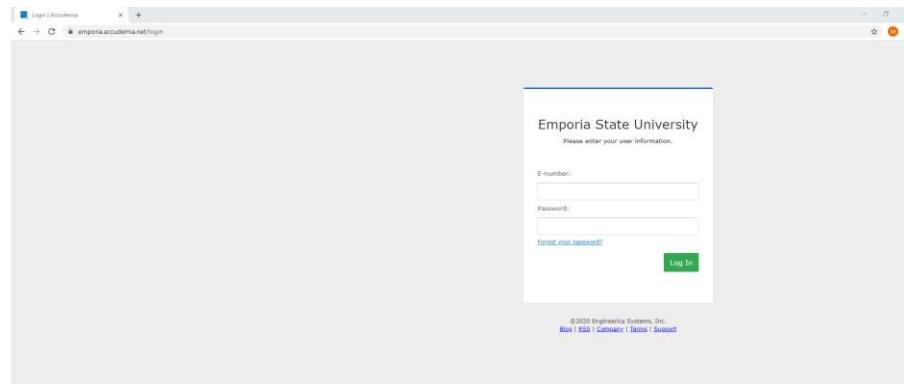


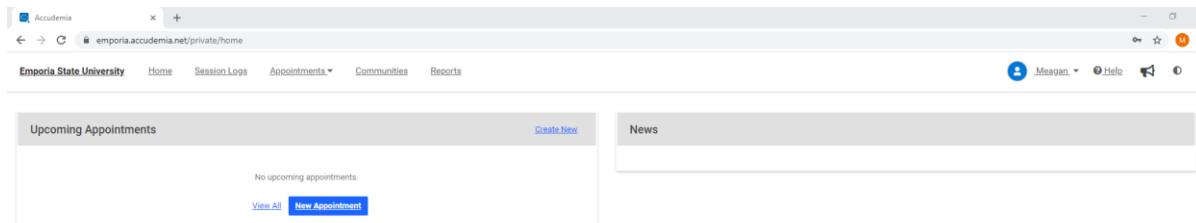


GUIDE TO SCHEDULING AN APPOINTMENT WITH AN ACES TUTOR

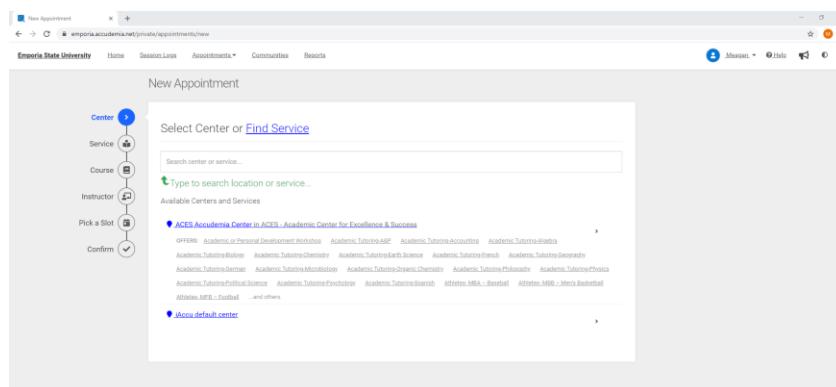
Step 1: If you have never scheduled an appointment with an ACES tutor online, email ACES at aces@emporia.edu for your password. Once you have received your password, go to emporia.accedemia.net and log in with your E# (include the capital 'E') as the username.



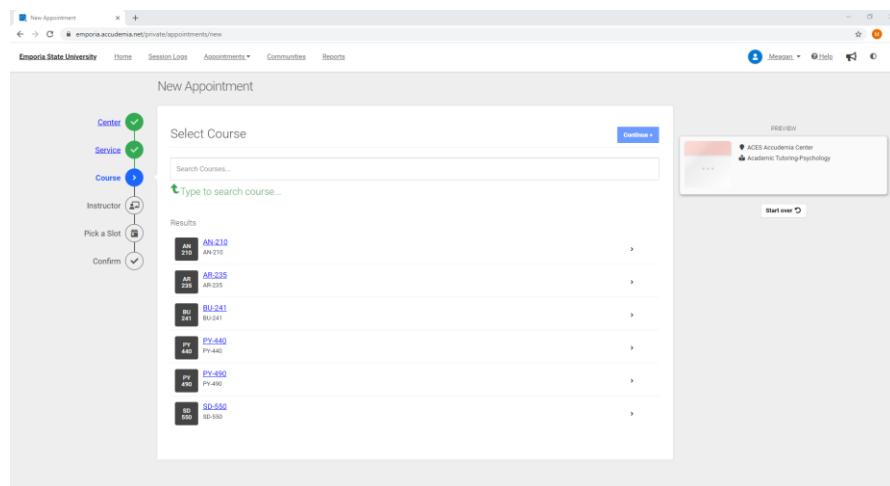
Step 2: Once logged in, click “New Appointment”.



Step 3: Select the service you desire (i.e., Academic Tutoring-Psychology).

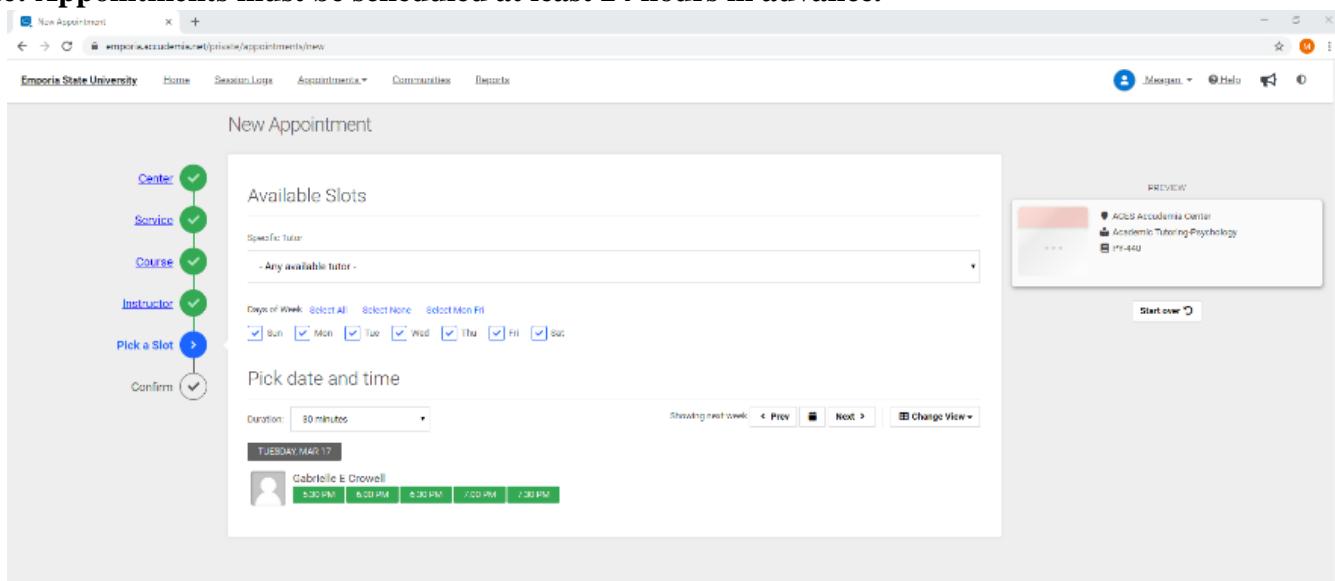


Step 4: Next, choose which class you would like to receive help in from the list of currently enrolled classes.

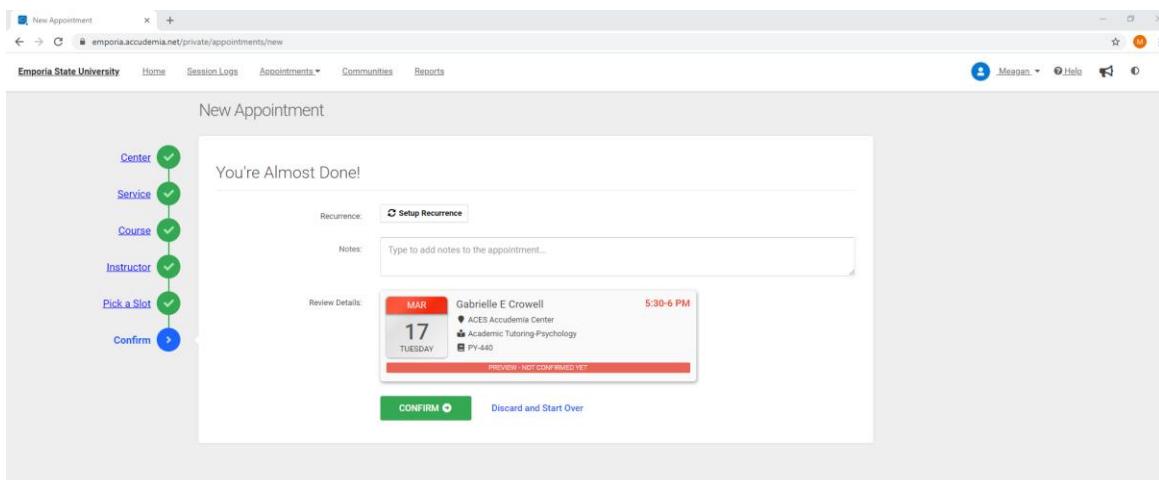


Step 5: Select from the available time slots provided per tutor, date and time.

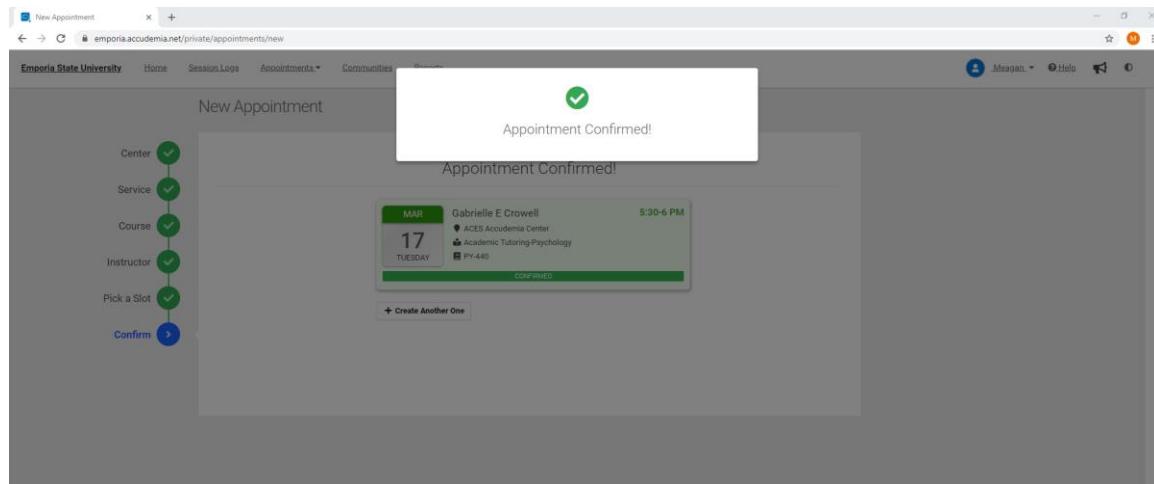
Note: Appointments must be scheduled at least 24 hours in advance.



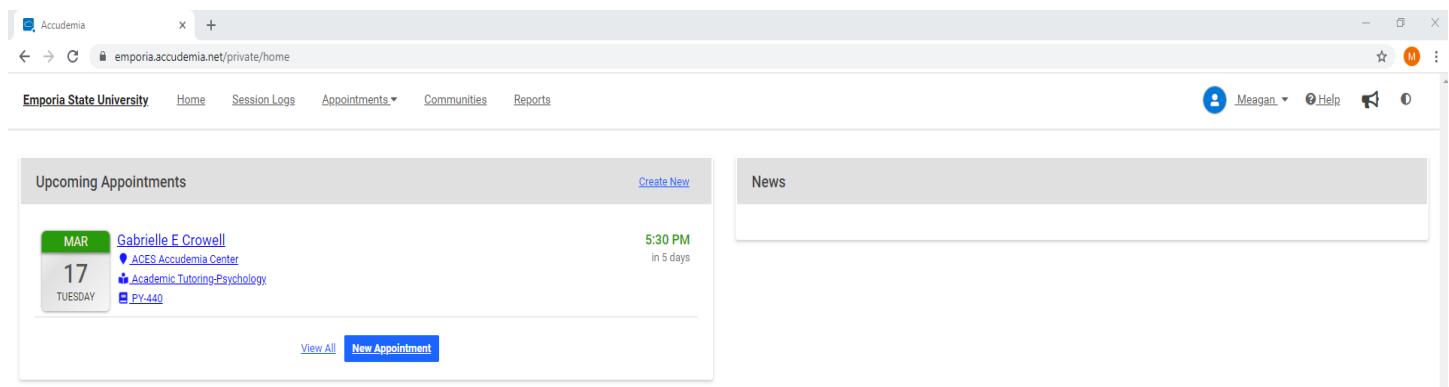
Step 6: Once you choose everything in the “Pick a Slot” menu, review and confirm your appointment. If everything is correct, click “CONFIRM”. If you wish to change something, click “Discard and Start Over”.



Step 7: A confirmation note will appear on the screen with the tutor, course, date, and time of the appointment.



Step 8: Once back on the home page, your appointment will now show on the left side.



***Note:** Accudemia will send you and the tutor an email after each appointment has been scheduled/canceled. Your tutor, upon receiving notification of your scheduled appointment, will contact you with a link to your session in GoBoard.

All online tutoring takes place on GoBoard at <https://emporia.goboard.com/>.

You are welcome to use GoBoard for your own group collaboration needs as well. Simply go to <https://emporia.goboard.com/> and enter in your name and email to create a board. Then, invite your classmates to join you!

TO CANCEL AN APPOINTMENT

Step 1: Click “Appointments” along the top left, and then click “[View All](#)”

The screenshot shows the Accudemia web interface. In the center, there's a "Upcoming Appointments" section. A specific appointment for "Gabrielle E Crowell" on "MAR 17 TUESDAY" at "5:30 PM" is highlighted. A context menu is open over this appointment, with options like "Create New Appointment" and "View All". To the right, there's a "News" section.

Step 2: Select the appointment that you wish to cancel. Then, on the right hand side, click “Cancel”.

The screenshot shows the Accudemia web interface with the "Appointments" search results. An appointment for "Hunt, Meagan K" on "MAR 17" is selected. On the right side of the appointment card, there is a "Cancel" button.

Step 3: If the correct appointment is selected, click the red “Yes” button. If it is not the correct appointment, click “No” and go through steps 1-3 again being careful to select the appointment you wish to cancel.

The screenshot shows a confirmation dialog box in the center of the screen. It asks, "Are you sure you want to cancel the selected appointment(s)?". Below the question are two buttons: a red "Yes" button and a white "No" button.

Note that after cancelling an appointment, it will no longer show on your appointments page.

The screenshot shows the Accudemia web interface with the "Appointments" search results. A green message box at the top right says "The selected appointments have been canceled." Below it, a message "No results found." is displayed.