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.accudemia.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.

![Image of a New Appointment window](image)

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.

![Image of Available Slots](image)

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”.

![Image of You're Almost Done](image)
**Step 7:** A confirmation note will appear on the screen with the tutor, course, date, and time of the appointment.

![Appointment Confirmed](image)

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

![Upcoming Appointments](image)

*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/](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/](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”.

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

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.

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