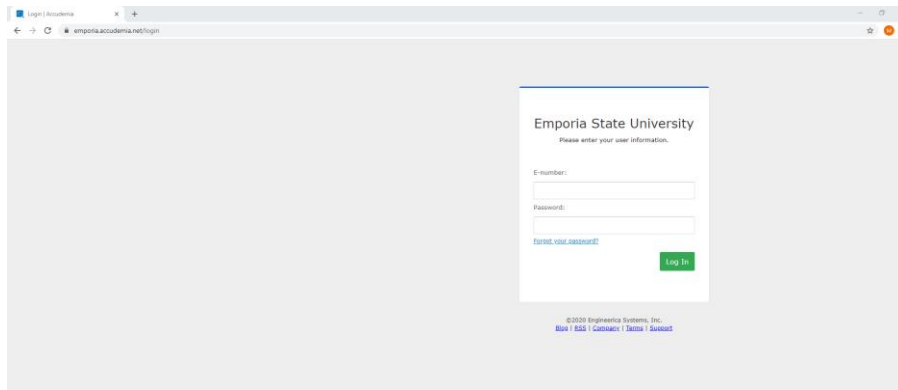


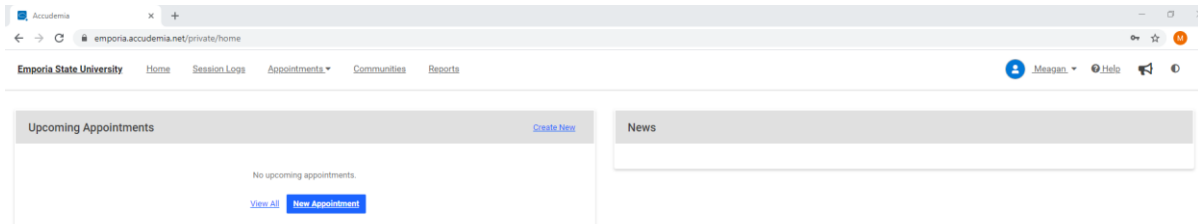


## GUIDE TO SCHEDULING AN APPOINTMENT WITH AN ACES TUTOR

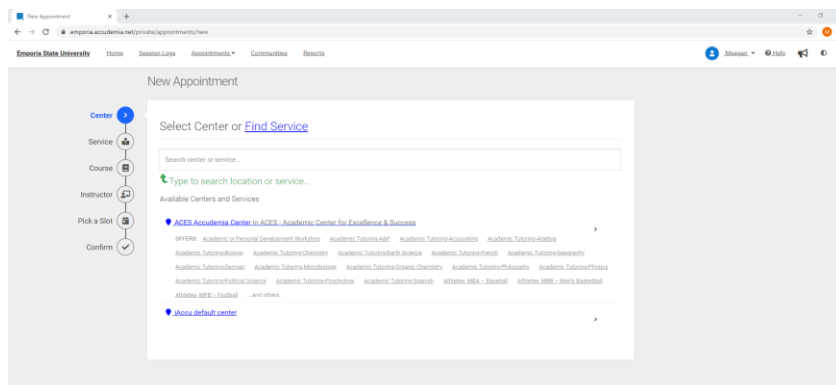
**Step 1:** If you have never scheduled an appointment with an ACES tutor online, email ACES at [aces@emporia.edu](mailto:aces@emporia.edu) for your password. Once you have received your password, go to [emporia.accudemia.net](http://emporia.accudemia.net) and log in with your E# (include the capital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



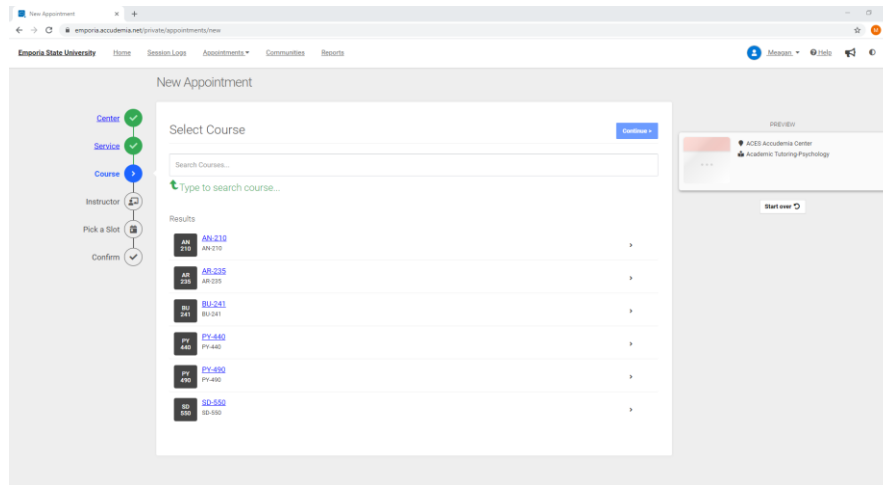
**Step 2:** Once logged in, click “New Appointment”.



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

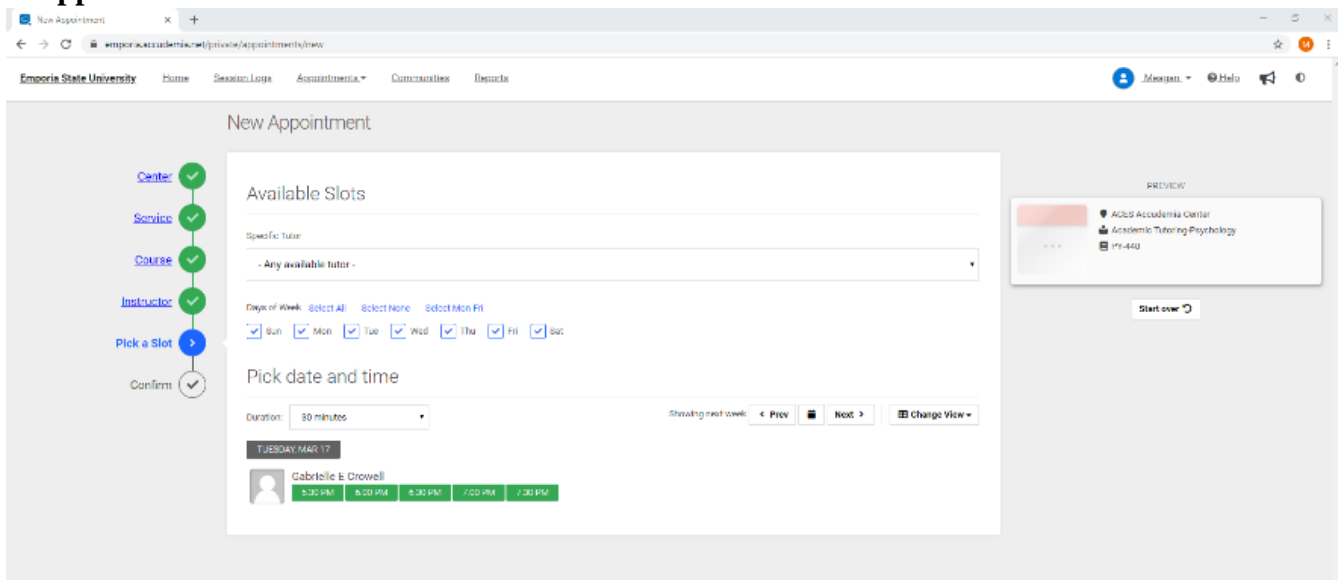


**Step 4:** Next, choose which class you would like to receive help in from the list of currently enrolled classes.

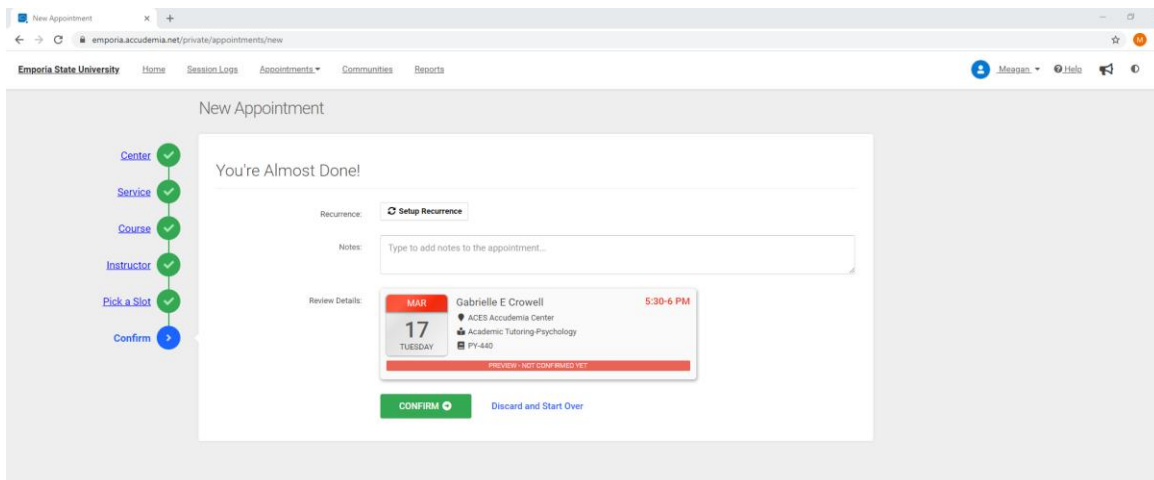


**Step 5:** Select from the available time slots provided per tutor, date and time.

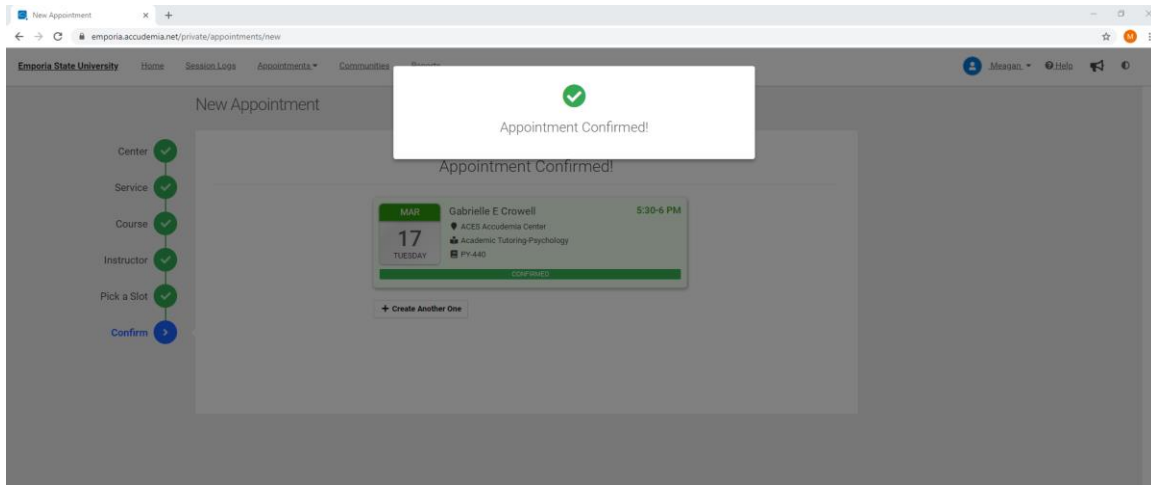
**Note:** Appointments must be scheduled at least 24 hours in advance.



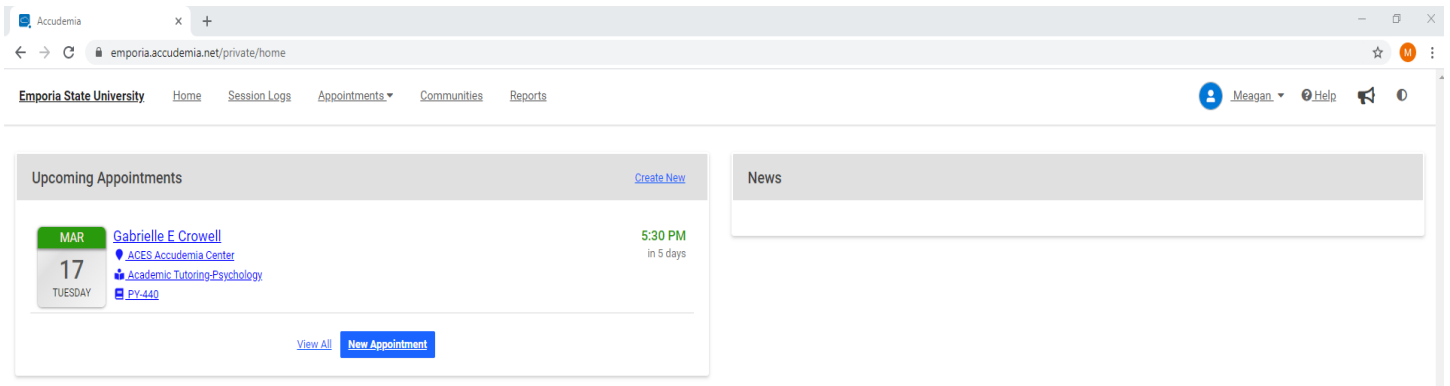
**Step 6:** Once you choose everything in the “Pick a Slot” menu, review and confirm your appointment. If everything is correct, click “CONFIRM”. If you wish to change something, click “Discard and Start Over”.



**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.



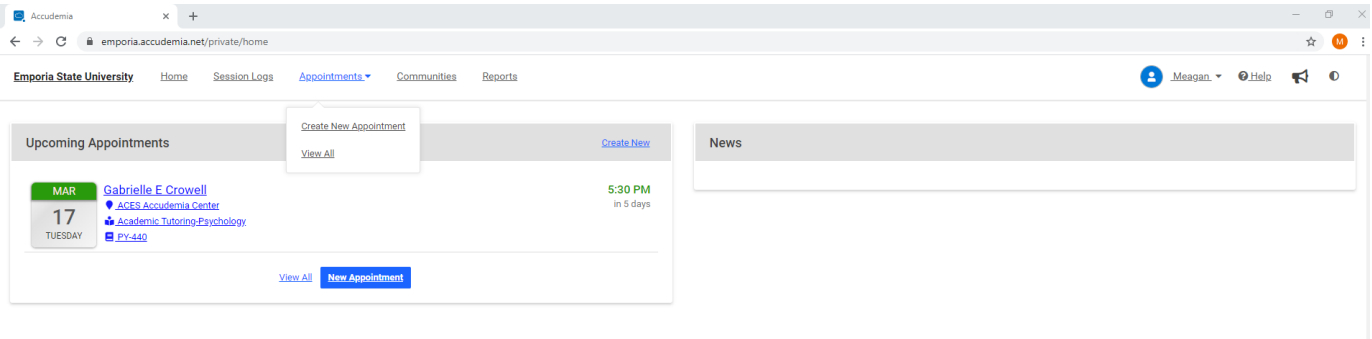
**\*Note:** Accademia will send you and the tutor an email after each appointment has been scheduled/canceled. Your tutor, upon receiving notification of your scheduled appointment, will contact you with a link to your session in GoBoard.

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

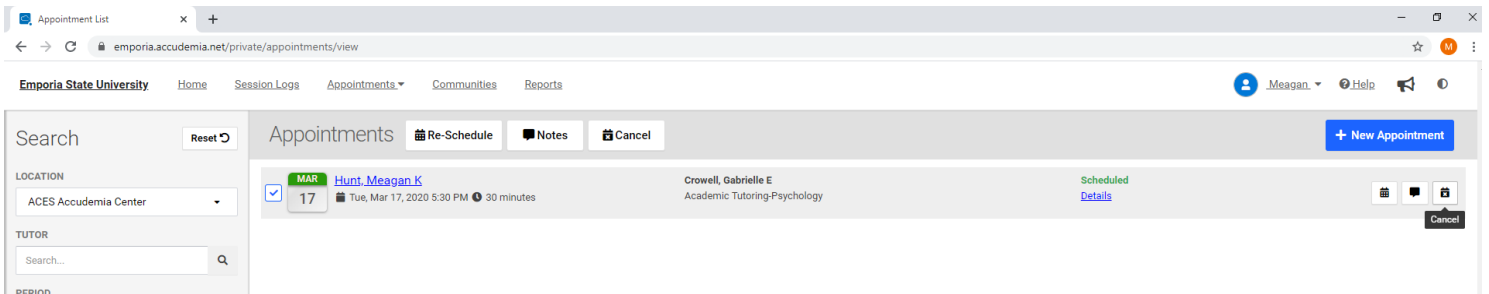
You are welcome to use GoBoard for your own group collaboration needs as well. Simply go to <https://emporia.goboard.com/> and enter in your name and email to create a board. Then, invite your classmates to join you!

# TO CANCEL AN APPOINTMENT

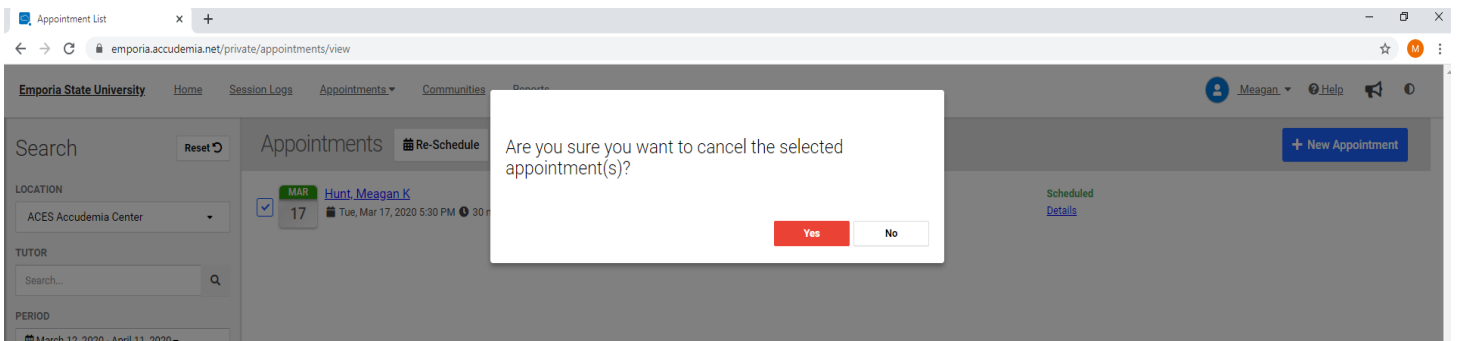
**Step 1:** Click “**Appointments**” along the top left, and then click “**View All**”



**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.

