



GUIDE TO SCHEDULING AN APPOINTMENT WITH AN ACES TUTOR

Step 1: Log into Accudemia at <https://emporia.accudemia.net/> with your ESU username and password.

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

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

Step 4: Next, choose the class that you are wanting tutoring in from the list of classes you are enrolled in.

The screenshot shows the 'New Appointment' page on the Emporia State University website. The left sidebar has a progress indicator with steps: Center (checked), Service (checked), Course (active), Instructor (disabled), Pick a Slot (disabled), and Confirm (disabled). The main content area is titled 'Select Course' and includes a search bar with the placeholder text 'Search Courses...' and 'Type to search course...'. Below the search bar, a list of courses is displayed under the heading 'Results'. The courses listed are: AN-210 (AN-210), AN-225 (AN-225), BU-241 (BU-241), PY-440 (PY-440), PY-490 (PY-490), and SO-550 (SO-550). Each course entry has a right-pointing arrow. On the right side of the page, there is a 'PREVIEW' section showing the selected course details: 'ACES Academic Center', 'Academic Tutoring Psychology', and 'PY-440'. A 'Start over' button is located below the preview.

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

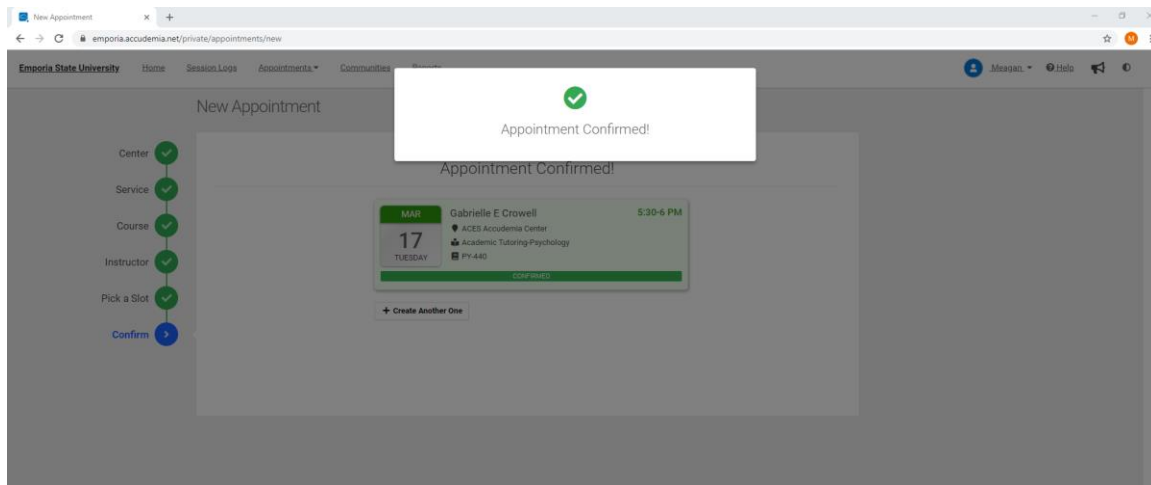
Note: Appointments must be scheduled at least 24 hours in advance.

The screenshot shows the 'New Appointment' page on the Emporia State University website. The left sidebar has a progress indicator with steps: Center (checked), Service (checked), Course (checked), Instructor (checked), Pick a Slot (active), and Confirm (disabled). The main content area is titled 'Available Slots' and includes a 'Specific Tutor' dropdown menu set to '- Any available tutor -'. Below this, there are 'Days of Week' options: 'Select All', 'Select None', and 'Select Mon-Fri'. The 'Days of Week' section shows checkboxes for Sun, Mon, Tue, Wed, Thu, Fri, and Sat, all of which are checked. Below the days of week, there is a 'Pick date and time' section. It includes a 'Duration' dropdown set to '30 minutes' and a 'Showing next week' section with 'Prev' and 'Next' buttons. The 'Showing next week' section displays a calendar for Tuesday, March 17, with a time slot from 5:30 PM to 6:00 PM selected. The selected slot is associated with the tutor 'Gabrielle E. Crowell'. On the right side of the page, there is a 'PREVIEW' section showing the selected course details: 'ACES Academic Center', 'Academic Tutoring Psychology', and 'PY-440'. A 'Start over' button is located below the preview.

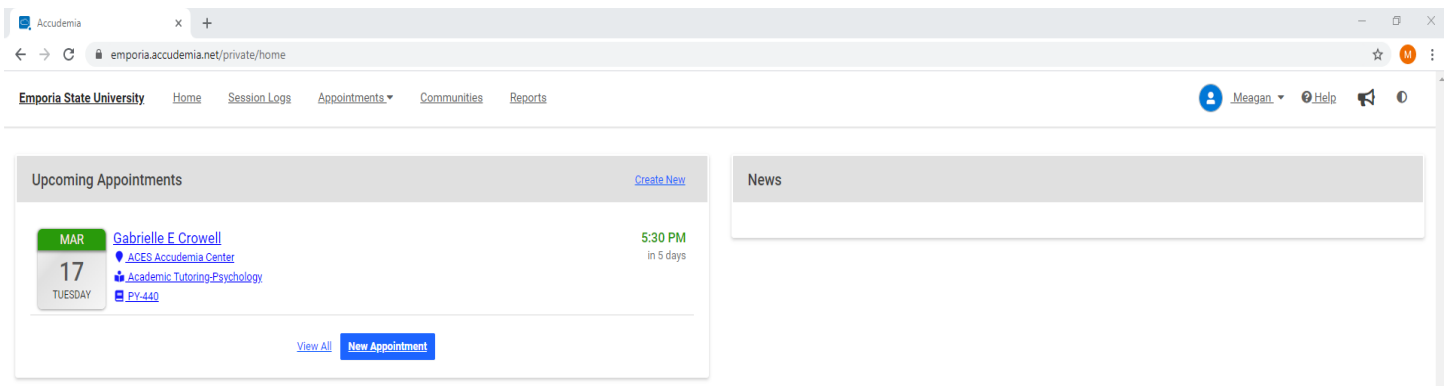
Step 6: Once you choose everything in the “Pick a Slot” menu, review and confirm your appointment. If everything is correct, click “CONFIRM”. If you wish to change something, click “Discard and Start Over”.

The screenshot shows the 'New Appointment' page on the Emporia State University website. The left sidebar has a progress indicator with steps: Center (checked), Service (checked), Course (checked), Instructor (checked), Pick a Slot (checked), and Confirm (active). The main content area is titled 'You're Almost Done!' and includes a 'Recurrence' section with a 'Setup Recurrence' button. Below this is a 'Notes' section with a text input field. The 'Review Details' section shows the appointment details: 'MAR 17 TUESDAY', 'Gabrielle E. Crowell', 'ACES Academic Center', 'Academic Tutoring Psychology', and 'PY-440'. The time slot is '5:30-6 PM'. A red banner below the details says 'PREVIEW - NOT CONFIRMED YET'. At the bottom, there are two buttons: 'CONFIRM' and '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. In the confirmation email that you receive when scheduling an appointment are instructions on how to join your tutor online or face-to-face (F2F). Please familiarize yourself with these instructions prior to your appointment.

TO SETUP RECURRING SESSIONS

To avoid scheduling a new appointment each week, consider setting up a recurring appointment.

Step 1: Once you pick a slot (as in step 6), select “setup recurrence”

emporia.state.university

Home Quick Center Attendance Administration Reports

Matilda Help

New Appointment

You're Almost Done!

Recurrence: [Setup Recurrence](#)

Notes:

Review Details:

JUL
22
WEDNESDAY

Meagan Hunt
ACES Accademia Center
Academic Tutoring-Psychology
PY-626
Khalid M Ghanchi

3:30-4 PM

PREVIEW - NOT CONFIRMED YET

[CONFIRM](#) [Discard and Start Over](#)

Having trouble?
Try one of these methods instead:

- [New by Staff Member](#)
- [New by Date](#)
- [Wizard](#)
- [Manual](#)

Step 2: Choose from the options available (does not repeat, weekly on Or every weekday) or choose customize to customize how you would want your sessions to recur.

emporia.state.university

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Setup Recurrence

Repeats

- Does not repeat
- Does not repeat.**
- Weekly on Wednesday
- Every weekday (Monday to Friday)
- Custom...

Step 3: When you choose “customize”, you will have to select your preference. Once completed, click on “set recurrence”.

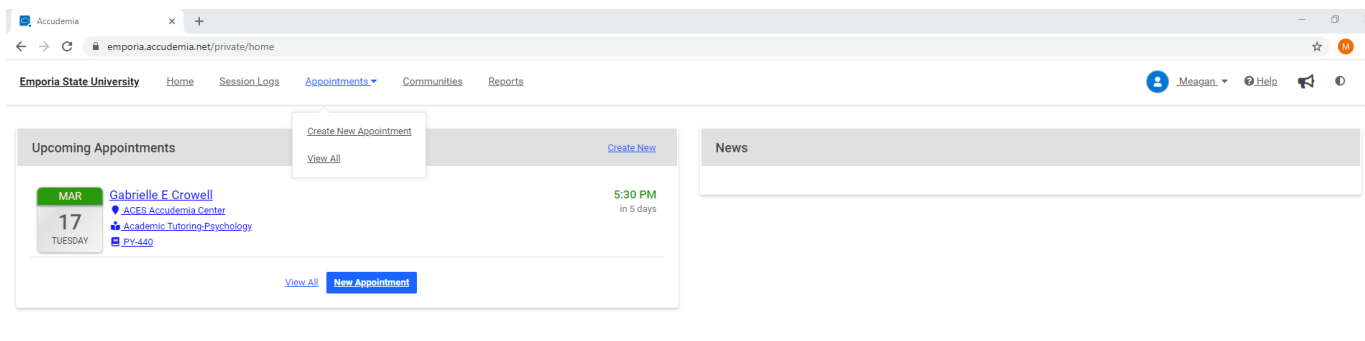
The screenshot shows a web browser window with the URL `emporia.accademia.net/private/appointments/new`. The page is titled "New Appointment" and features a sidebar with a vertical list of steps: Student, Center, Service, Course, Instructor, Pick a Slot, and Confirm. The "Setup Recurrence" dialog box is open, displaying the following options:

- Repeats:** Custom... (dropdown menu)
- Repeat every:** 1 (input field) and Week (dropdown menu)
- Days of week:** S, M, T, W, T, F, S (checkboxes, with W and T selected)
- Ends:** ☒ When semester ends, ☐ On 8/7/2020, ☐ After 5 occurrences
- Buttons:** Repeats twice, Cancel, Set Recurrence

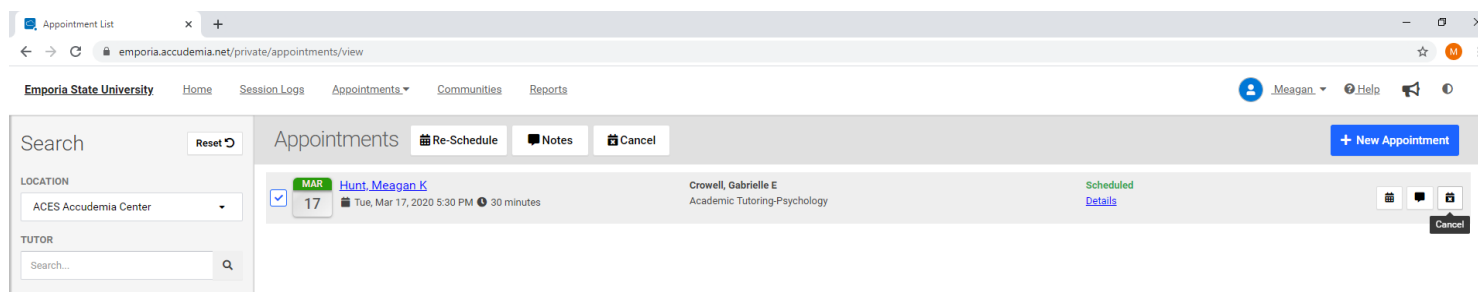
On the right side of the dialog, there are two calendar views for July and August. The July calendar shows the 29th as the selected date. The August calendar shows the 5th as the selected date.

TO CANCEL AN APPOINTMENT

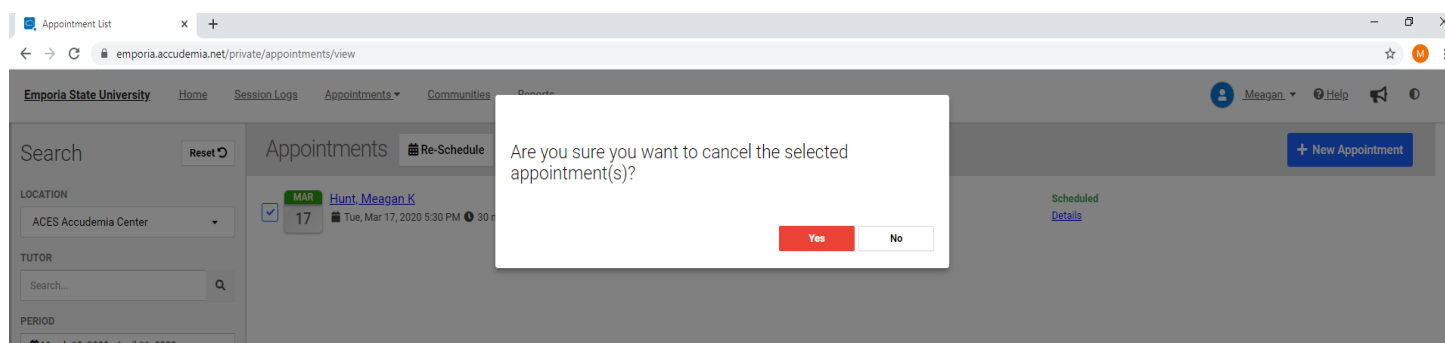
Step 1: Click “**Appointments**” along the top left, and then click “**View All**”



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.

