ACES
Academic Center for
Excellence & Success

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.

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.
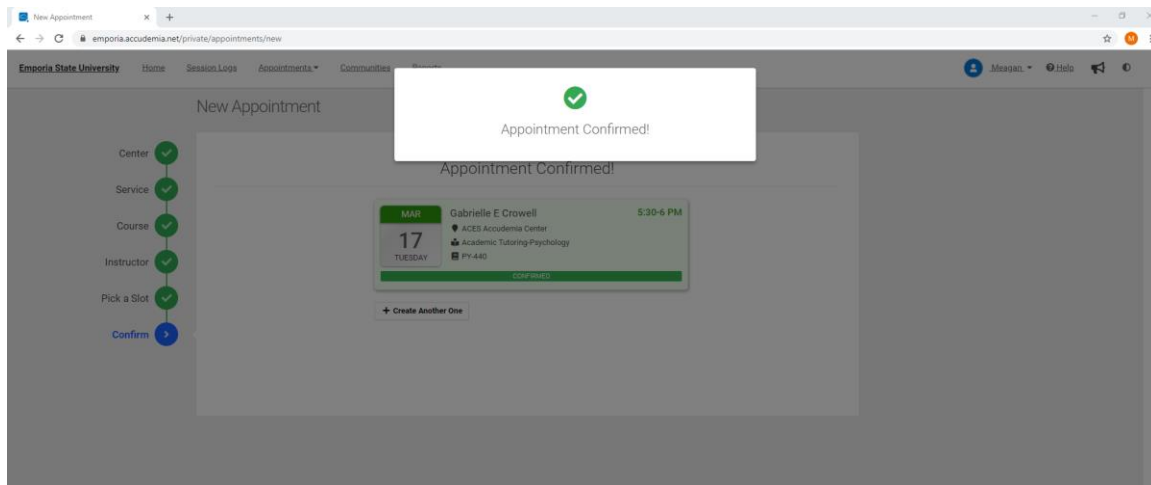
Step 8: Once back on the home page, your appointment will now show on the left side.
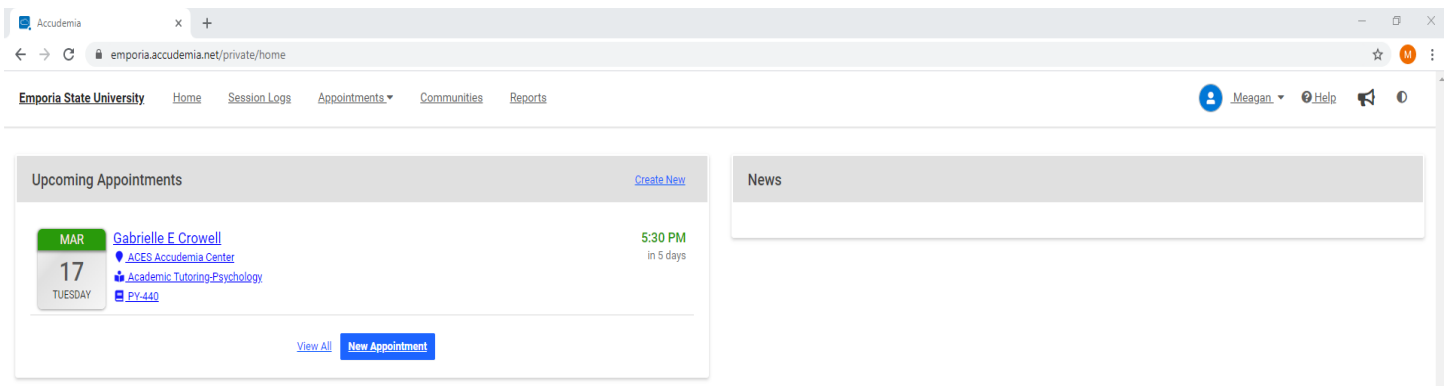
*Note: Accudemia will send you and the tutor an email after each appointment has been scheduled/canceled. In the confirmation email that you receive when scheduling an appointment are instructions on how to join your tutor online or face-to-face (F2F). Please familiarize yourself with these instructions 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"

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.

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

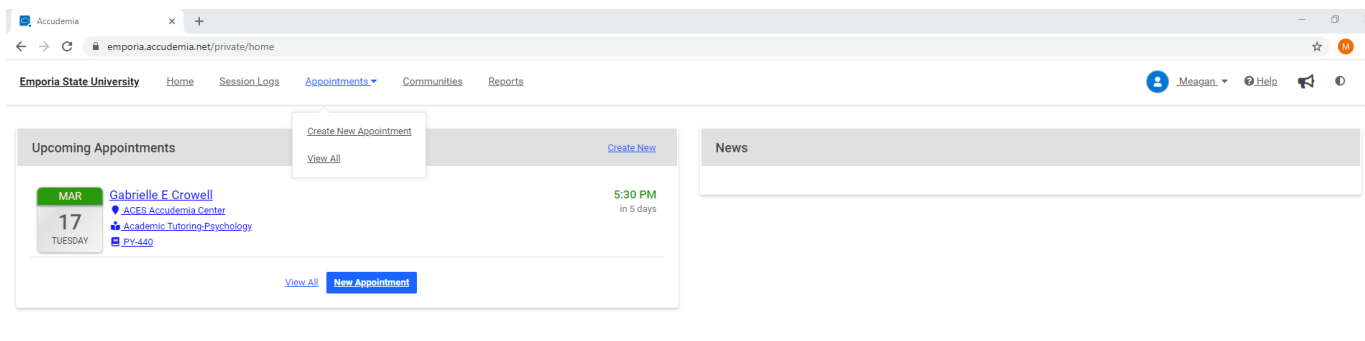# TO CANCEL AN APPOINTMENT

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**".
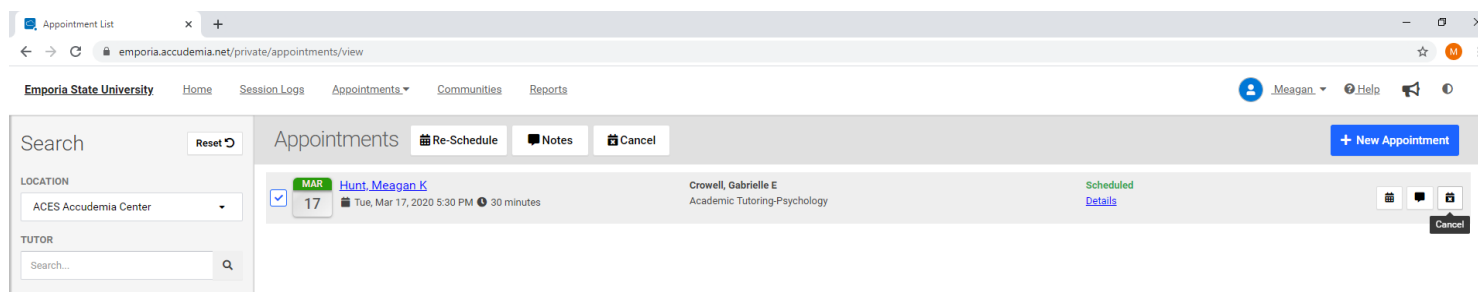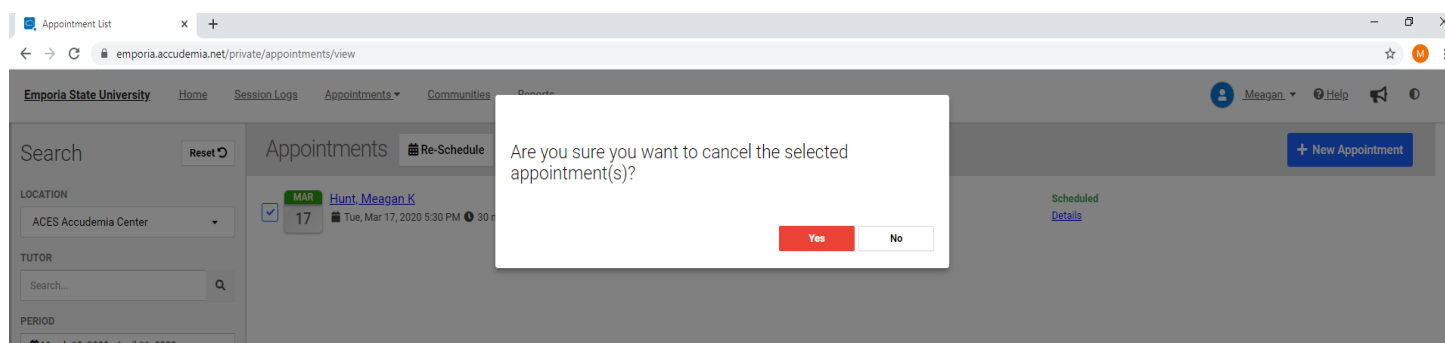

Step 3: If the correct appointment is selected, click the red "**Yes**" button. If it is not the correct appointment, click "**No**" and go through steps 1-3 again being careful to select the appointment you wish to cancel.

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