1. Log onto myusf.usfca.edu.

2. Click on “Fav Apps” and select “Tutoring”. You may also use myusf.force.com for immediate access.

3. You have reached the “Student Dashboard”.
   You can review upcoming appointments and your course schedule. Click on “Book an Appointment”.

4. Select “Learning, Writing, and Speaking Center’s”.
5. Select “Subject Tutoring”.

6. Select the meeting type: In person or online.

7. Select your course.

8. Select the date. **Bolded/Underlined dates** in green will have appointments available for booking.

9. Appointments will appear to the right. Scroll for the time you wish to book and click “select”.
10. Your preferred number is required for booking. Place any additional notes you wish your tutor to know in the box provided.

11. Select “yes” if requesting a group appointment. You will receive an email with further instructions. Upload any documents you wish to print and bring to your appointment. You are responsible for printing any materials.

12. Notify your academic coach or professor about your appointment participation by placing and selecting their name here. They will receive an email after the appointment is completed.

13. Review your appointment details and if correct select “Next”.

14. Fill out the “First Appointment Form” as accurately as possible.
15. Once complete, select “Next”.


17. Select the box next to “I confirm” and select “Book Appointment”.

18. You have successfully booked an appointment. Look for an email confirmation with further instructions. Select “Back to Dashboard” to view your booking.

Please Note:
- A confirmation email will be sent your dons email address.
- Be sure to review your appointment details and revisit your booked appointment to make any changes if needed before the cancellation deadline (24 hours).
- You can have up to 4 appointments per week and one per day per subject.

*Is your course not available? Submit a “Tutor Request Form”. Click on the blue link at the bottom of the “Subject Tutoring” scheduling screen below the calendar.

Questions? Call 415-422-6713 or stop by Cowell 215