SCHEDULING A PEER TUTORING APPOINTMENT
USF BRANCH CAMPUS STUDENTS

15 Quick Steps towards success!

1. Log onto https://myusf.usfca.edu/

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

3. You have reached the “Student Appointment Dashboard”. Use the Student Appointment Dashboard to Schedule, Cancel, and Review upcoming appointments on your Student Appointment Dashboard.

4. Select “Learning, Writing, and Speaking Centers”
5. Select “Subject Tutoring”

6. Select the meeting type as “Online” (Important! – Tutors will support you viz Zoom/video)

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 reference during your appointment.

12. Notify a professor or academic coach 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 they are correct, select “Next.”

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

15. You have successfully booked an appointment! Look for an email confirmation with further instructions for connecting via Zoom. Select “Back to Dashboard” to view your booking.

PLEASE NOTE

- Students can make up to 4 appointments per week and one appointment per day, per subject.
- Subject tutoring appointments must be canceled at least 24 hours in advance to avoid penalty. Cancel from your Student Appointment Dashboard after logging in to the system.
- No appointments available? Not seeing your course?
  - 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 email lwc@usfca.edu for assistance.