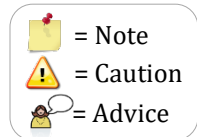# Introduction

This guide shows you how to schedule tutoring appointments in the Navigate student success platform, as well as locate the name and contact information of Reynolds tutors.
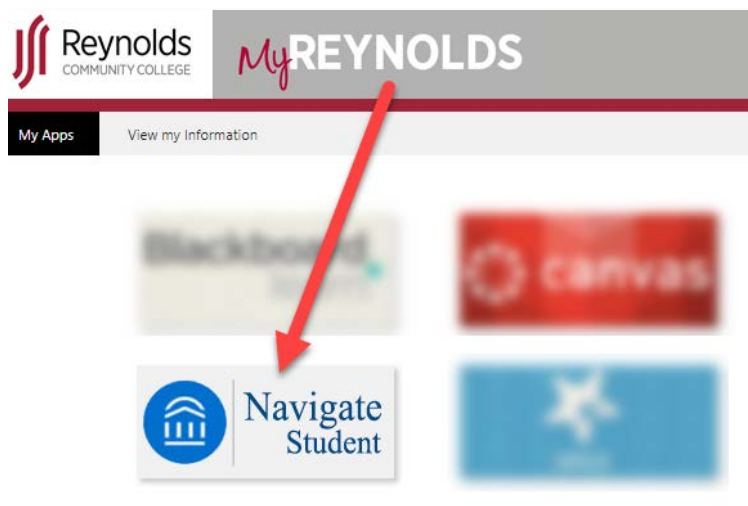
= Note
⚠ = Caution
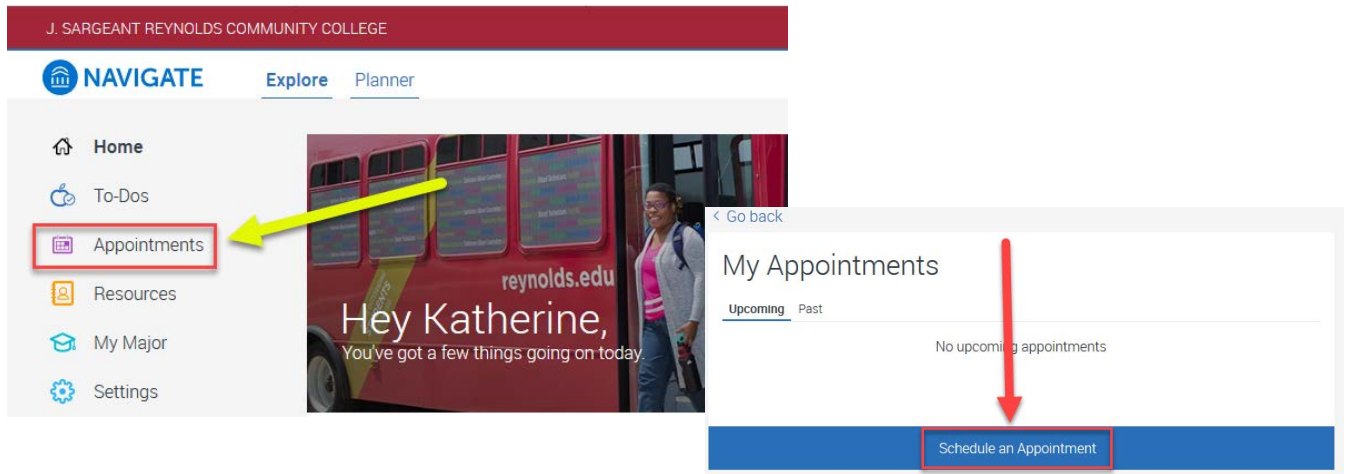= Advice

To Schedule a Tutoring Appointment

1. Using the **Google Chrome** or **Mozilla Firefox** browser, locate and log into **MyReynolds** from the college homepage: www.reynolds.edu.
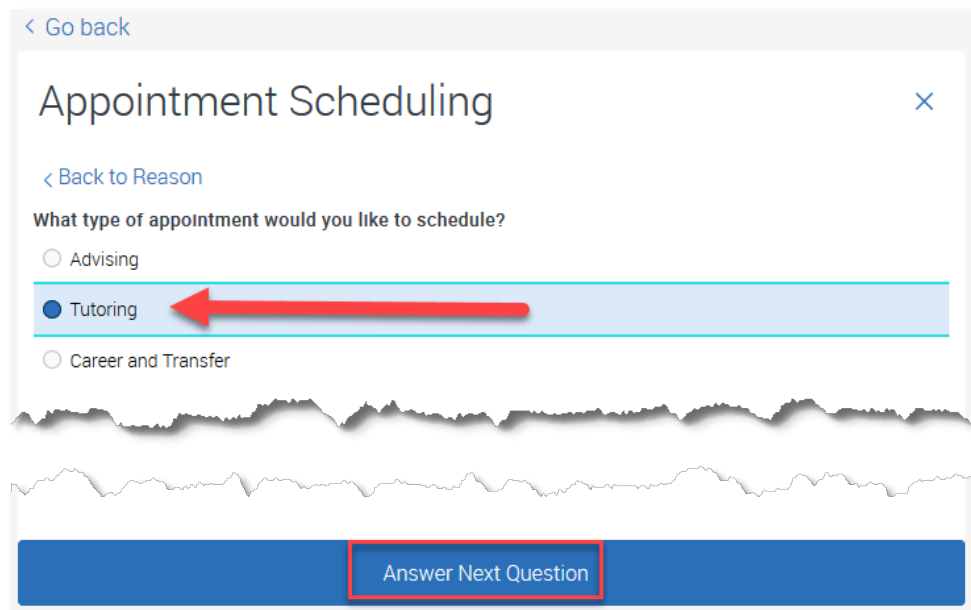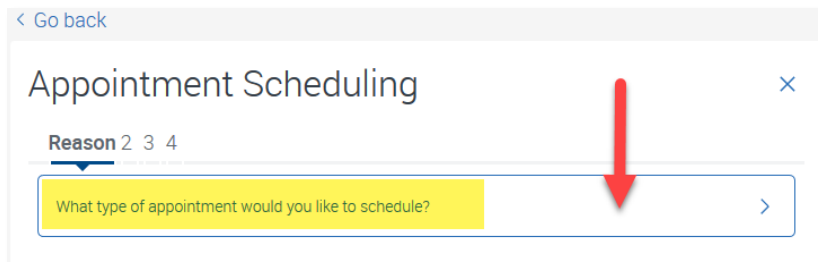

2. In **MyReynolds**, locate and click the **Navigate Student** icon.

3. Click the **Appointments Calendar** to **Schedule an Appointment.**

4. Select **TUTORING** from the **dropdown** menu and then click **Answer Next Question**

5. Select the type of tutoring you would like to schedule, then click **Answer Next Question**. On the Option Window, select which service you'd like to meet with a tutor for, then click **Done for Reason**.

6. Once you have reviewed the confirmation window of your choices, click **Continue to Next Step.**

7. Choose your location on the **Location & Staff** page, then click **Answer Next Question.**

8. Confirm your location and then click **Continue to Next Step.**

9. Find and click on a scheduled appointment time of your choosing. Then click **Continue to Next Step**.

10. Confirm the tutoring session you wish to receive including date, time and location are correct. Additional details are provided including tutor name and the meeting place.

11. An **Appointment Scheduled** window will appear, confirming your appointment.
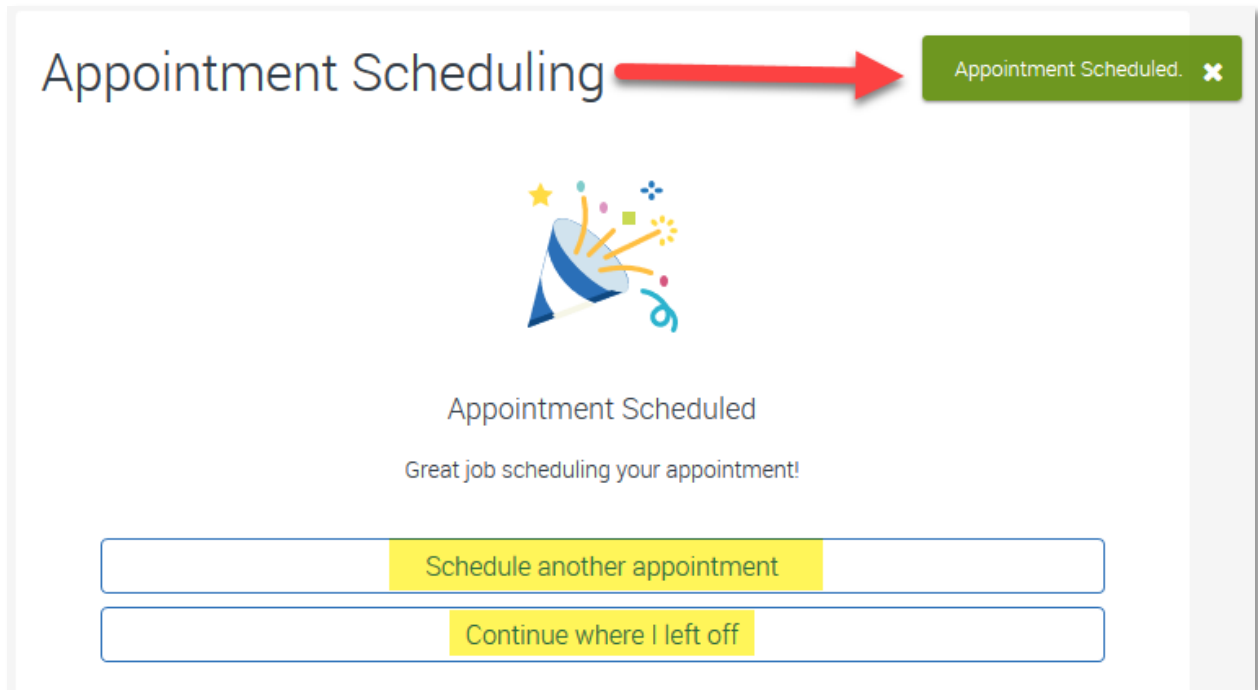
12. To schedule a walk-in appointment repeat steps one through nine. Then on the Appointment Scheduling window, select **View walk-in times**.
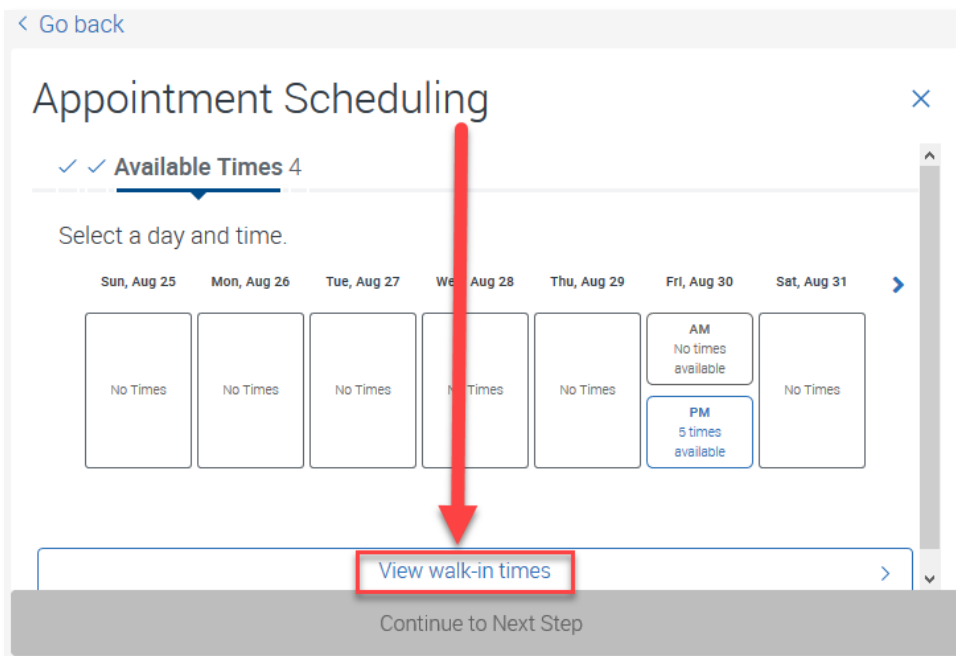
13. The next window will show you the schedule of someone who is available for walk-in appointments at your desired location.

< Go back

Appointment Scheduling ✕

Parham Road Campus

Daniel Westfall
Tuesday, Thursday **4:00pm-6:30pm**
2019 Fall
Monday, Wednesday, Friday **4:00pm-7:00pm**
2019 Fall
<p>Meet me in Georgiadis Hall, Room 206 for help with these services.</p>
Monday-Friday **12:00pm-3:00pm**
2019 Fall
<p>Meet me in Georgiadis Hall, Room 206 for help with these services.</p>

14. Upcoming appointments will now appear in your **My Appointments** section on your **Navigate Student homepage.**

J. SARGEANT REYNOLDS COMMUNITY COLLEGE

🏛 NAVIGATE   **Explore**   Planner

⌂ Home
🐞 To-Dos
📅 **Appointments**
👤 Resources
🎓 My Major
⚙ Settings

< Go back

My Appointments

Upcoming   Past

📅 Other Tutoring - Writing (Individual)
     Wed, Aug 28 at 2:30 pm

Schedule an Appointment