

# **Sign up for your Tutor Appointment in the LRC (weekly or one-time)**

**Please follow these instructions to avoid scheduling yourself for 10 or 20 minutes earlier than the tutor arrives or for later than his/her session.**

Note: Reservations are necessary for a weekly appointment if required by your class/instructor. Drop-ins are also welcome! Be sure to check the appointment Website ahead of time to see what the tutor schedule is, and when the tutors are free.

***How to sign-up:*** To sign-up for a tutor, go to the LRC website: [www.iwu.edu/lrc](http://www.iwu.edu/lrc), and click on the ***Tutor Sign Up button***.

1. On the left hand side, click on the *appropriate language tutors* (i.e. LRC- German tutors, LRC -French, LRC- Spanish tutors, LRC-Italian tutors, LRC-Japanese tutors)
2. Mouse over the time slot that you want. The box should turn pink wherever your cursor is. Then click on the name of the tutor next to that time slot. Now you will see the precise hours that the tutor is available. (Sometimes this differs by 10 to 20 minutes from the initial view.) Use the back arrow to return to the schedule/sign-up page where you will put your name in the Student 1 or Student 2 column. If you and a buddy are signing up together, one person should click on the Student 1 column and the other the Student 2 column. Click once to go to the sign in page.
4. Sign in to the reservation calendar using your netID (i.e. "kjames") and the same password you use to sign in to my.iwu.
5. Type your full name in the field that says "Brief Description"
6. If making a weekly appointment- Scroll down and make sure that "Repeat Type" is set to weekly, that the "Repeat End Date" is set to the last day of the semester or the year (i.e. 31 December 2018), and that the "Repeat Day" is checked on the correct day of the week.  
  
If making a single appointment - Scroll down and make sure that "Repeat Type" is set to none.
7. Click Save.
8. Click on the next week's date to make sure that your appointment is indeed recurring week after week.
9. If you want to edit your appointment, simply click on your name on the calendar and click "Edit Series" to change the weekly time for all weeks or "Edit Event" to change the time for that week only. The same process can be used to delete appointments for one week only or for the whole semester.