Sign up for your repeating weekly or one-time Tutor Appointment in the LRC

Note: Reservations are necessary for a weekly appointment if required by your class/instructor. It is not necessary to make a single appointment with a tutor unless you want to be absolutely sure that the tutor will not be helping another student at that time. Drop-ins are very welcome unless during a standing weekly appointment, when those with the weekly appointment will get priority. Therefore, it is useful to check the appointment Web site to see what the tutor schedule is and when the tutors are free.

**Tutor appointment Web site:** [http://php.iwu.edu/tutor](http://php.iwu.edu/tutor)

In the future, you can get there quickly by remembering:

[http://www.iwu.edu/lrc/](http://www.iwu.edu/lrc/) and then clicking on TUTOR SIGN-UP, top right-hand corner

Here are the detailed written instructions for making your reservation:

1. On the left hand side, click on the appropriate language tutors (i.e. LRC – German tutors, LRC – Russian tutors, LRC – Spanish tutors)

2. Click on the appropriate starting date on the small calendars in the top right corner. Usually, this will be a Monday, Tuesday, Wednesday, Thursday, or Friday starting the second week of school.

3. Mouse over the time slot that you want. The box should turn pink wherever your cursor is. 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 short name (i.e. "sfritzsc") 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 2012), 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.