1. The student will begin by logging in to their MyState, and on the main page clicking on the Tutoring by Appointment link in the Learning Center box.

2. The student will then find themselves on the home page for Accudemia. Here, the student can click on the New Appointment box under the Upcoming Appointments section.
3. Now the student will be taken to the Select Service page. Leave this blank and click the None / Skip button to continue.

4. Next, the student will be taken to the Select Course screen. Here, the student will click the corresponding arrow button for the class that they are interested in scheduling an appointment for. TLC only offers tutoring for courses you are currently taking at MSU.
5. The student will now be taken to the Available Slots screen. Here, the student can observe any available tutors for their selected course, and what time slots that they are available for scheduling. The student can now choose an available slot for an appointment by clicking one of the green buttons that represent a time slot. The duration is set to 30 minutes by default. However, if the student would like to schedule a 1-hour appointment, they may do so by clicking the drop-down arrow next to Duration.
6. Finally, the student will be taken to a confirmation screen. Here, the student can review all relevant information to the appointment, such as day, time, and course, and verify that everything was selected correctly. If so, the student can click on the green Confirm button and schedule their appointment.
Cancelling an Appointment

1. If a student is interested in cancelling their own appointment, they may do so by first clicking on the View All button in the Upcoming Appointments section of the Accudemia home page.

2. The student will then be taken to the Appointments page. Here, the student can see all of their appointments and information of each appointment listed. The student can now click on the corresponding empty check mark box for the appointment that they are interested in cancelling.
3. After selecting an appointment, new options will pop up along the Appointments heading bar. Here, the student can click on the Cancel button to begin cancelling the selected appointment.

4. Finally, the student will be given a confirmation pop-up asking if they are sure that they want to cancel the selected appointment(s). The student can click the Yes button to complete the cancellation.