HOW TO MAKE AN ONLINE TUTORING APPNT WITH PASS TUTORS

VIA NAVIGATE

UT Tyler Academic Support
ACCESS NAVIGATE FROM UT TYLER HOMEPAGE

- Go to uttyler.edu
- Click on “Current Students” in the top right corner
Scroll down to “Helpful Tools” and click on “Navigate”

**Helpful Tools**

Find quick links to account logins and services students frequently use at UT Tyler.

<table>
<thead>
<tr>
<th>myUTTyler</th>
<th>Canvas</th>
</tr>
</thead>
<tbody>
<tr>
<td>Library</td>
<td>Catalog</td>
</tr>
<tr>
<td>Patriots Engage</td>
<td>Email</td>
</tr>
<tr>
<td>Bookstore</td>
<td>My Patriot Account</td>
</tr>
<tr>
<td>P2 Money</td>
<td>Class Search</td>
</tr>
<tr>
<td><strong>Navigate</strong></td>
<td>Employee Directory</td>
</tr>
</tbody>
</table>
Select “Login with your school account” on the Navigate screen:
Or, go to https://uttyler.navigate.eab.com/
Use your student email and password to log in:
Make an Appointment from Your Navigate Homepage

Select “Appointments” on the left hand side, or “Get Assistance” on the right hand side.
Select “Tutoring,” “Course-based Tutoring,” and the day you want to see your tutor. Then, select “Find Available Time.”

**NOTE:** for TSI Tutoring, select “TSI Tutoring” under “Type of Appointment”
Select the course you would like to see a tutor for:

You can click here to see the tutors who support these courses and their tutor times.

Click on the class you want tutoring in to move forward with selecting an appointment time.
Then, select the day and time slot that works best for you:

<table>
<thead>
<tr>
<th>Day</th>
<th>Time Slots</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sun, May 29th</td>
<td>5:00 - 5:30 PM, 5:30 - 6:00 PM, 6:00 - 6:30 PM, 6:30 - 7:00 PM, 7:00 - 7:30 PM, 7:30 - 8:00 PM, 8:00 - 8:30 PM, 8:30 - 9:00 PM</td>
</tr>
<tr>
<td>Sun, Jun 5th</td>
<td>5:00 - 5:30 PM, 5:30 - 6:00 PM, 6:00 - 6:30 PM, 6:30 - 7:00 PM, 7:00 - 7:30 PM, 7:30 - 8:00 PM, 8:00 - 8:30 PM, 8:30 - 9:00 PM</td>
</tr>
<tr>
<td>Sun, Jun 12th</td>
<td>5:00 - 5:30 PM, 5:30 - 6:00 PM, 6:00 - 6:30 PM, 6:30 - 7:00 PM, 7:00 - 7:30 PM, 7:30 - 8:00 PM, 8:00 - 8:30 PM, 8:30 - 9:00 PM</td>
</tr>
<tr>
<td>Sun, Jun 19th</td>
<td>5:00 - 5:30 PM, 5:30 - 6:00 PM, 6:00 - 6:30 PM, 6:30 - 7:00 PM, 7:00 - 7:30 PM, 7:30 - 8:00 PM, 8:00 - 8:30 PM, 8:30 - 9:00 PM</td>
</tr>
</tbody>
</table>
Review your appointment information and click “Schedule” at the bottom:

**Review Appointment Details and Confirm**

<table>
<thead>
<tr>
<th>What type of appointment would you like to schedule?</th>
<th>Service</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tutoring</td>
<td>Group-based Tutoring</td>
</tr>
</tbody>
</table>

**Date**
- 06/19/2022

**Location**
- PASS Virtual Tutoring

**Staff**

**Details**
- For In Person Appointments: Please come to the PASS Tutoring Center (PTC) for your in person appointment. We are located on the 4th floor of the library in room 401. Please check in at the front desk. Remember, an in-person appointment does not guarantee you one-on-one time with your tutor.
- For Online Appointments: Please click on your tutor's zoom link 5 minutes before your appointment starts. Your tutor will admit you to the zoom session when the appointment time starts. Remember, an online appointment does not guarantee you one-on-one time with your tutor.

**URL / Phone Number**
- https://uttyler.zoom.us/j/91840017042?pwd=Y3khRzV5QldVdDg4N3g4bGR2d2ZuQT09

**Course**
- PATHOPHYSIOLOGY OF ACUTE CARE (NURS 3305)

**How would you like to meet?**
- [ ] Virtual/Online

**Would you like to share anything else?**
- [ ] Yes

**Email Reminder**
- [ ] On

**Text Message Reminder**
- [ ] On

**Schedule**
You will receive a confirmation email with your appointment details, such as the day, time, and the zoom link where your tutoring appointment will take place.

Some tips:

• Make sure to contact your tutor directly if you are having trouble joining the session. You can message them in EAB-Navigate, or get their email from your canvas course
• Come prepared! Make sure to have your notes and textbook available for your tutoring appointment

Questions/concerns? Contact us!

Tutoring@uttyler.edu
903-565-5549