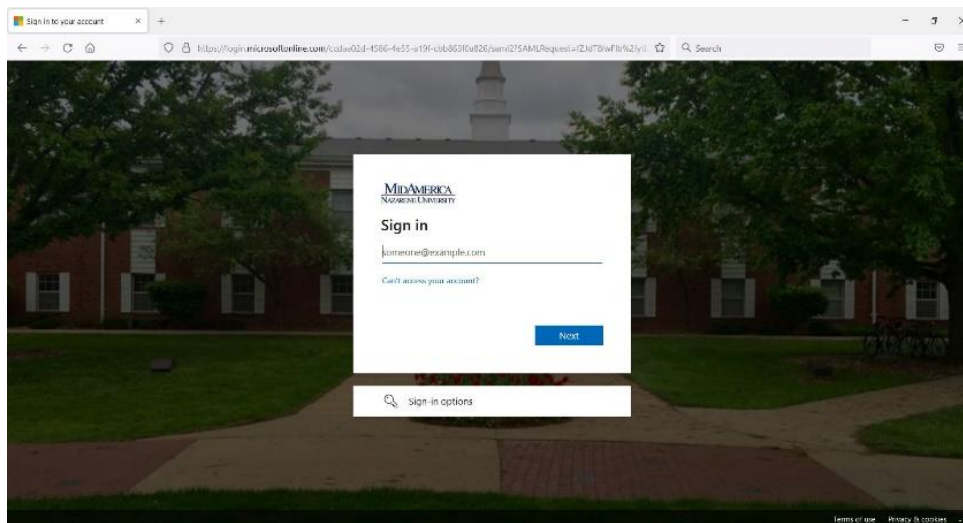




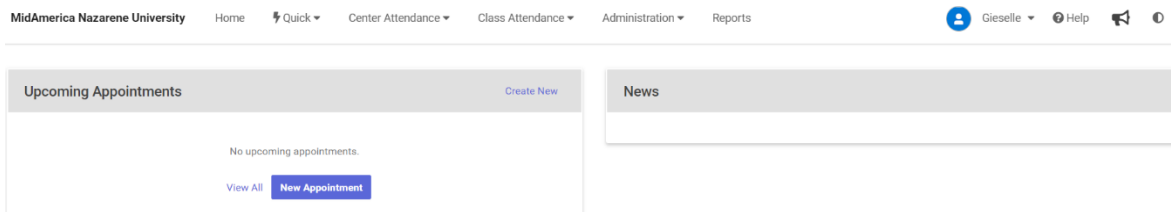
Academic Success Center

GUIDE TO SCHEDULING AN APPOINTMENT WITH AN ASC TUTOR OR STAFF MEMBER

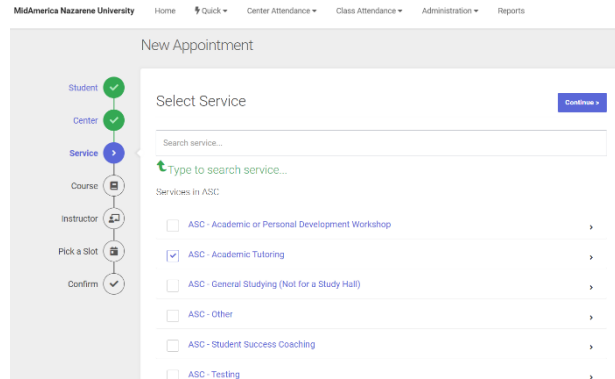
Step 1: Log into Accudemia at <https://mnu.accudemia.net/> with your MNU username and password.



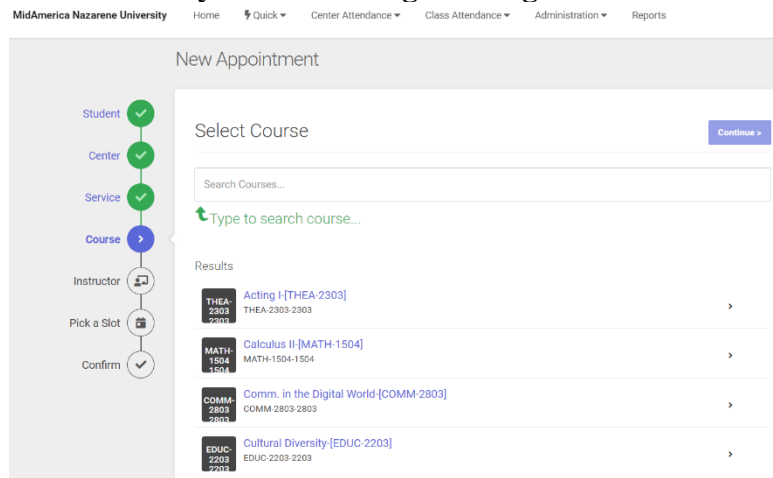
Step 2: Once logged in, click “New Appointment”.



Step 3: Select the service you desire (i.e., Academic Tutoring-Psychology).

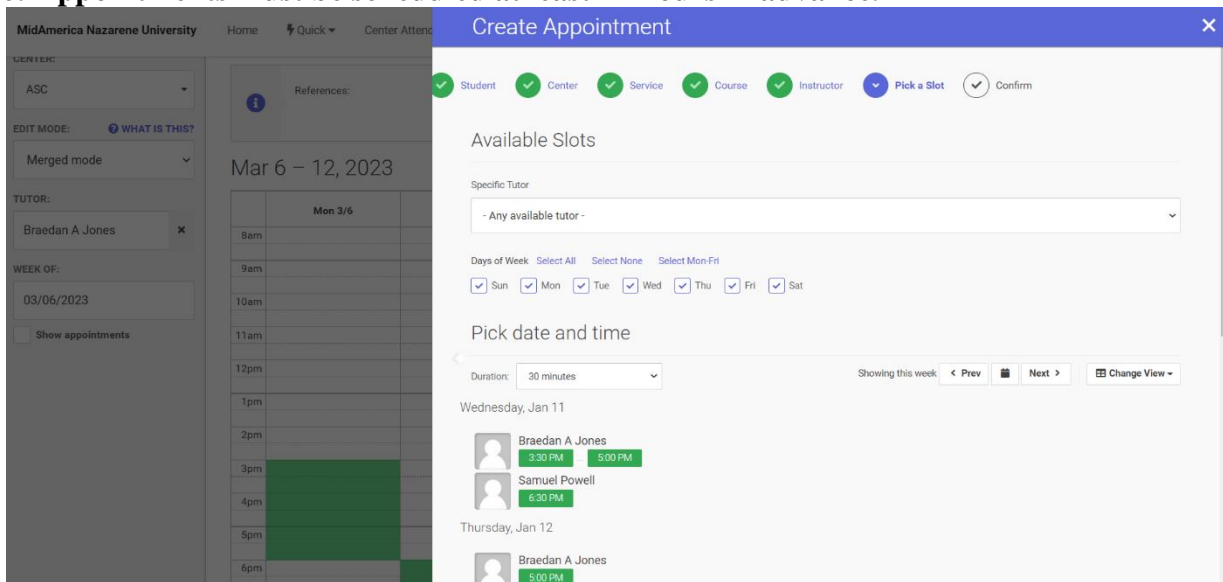


Step 4: Next, choose the class that you are wanting tutoring in from the list of classes you are enrolled in.

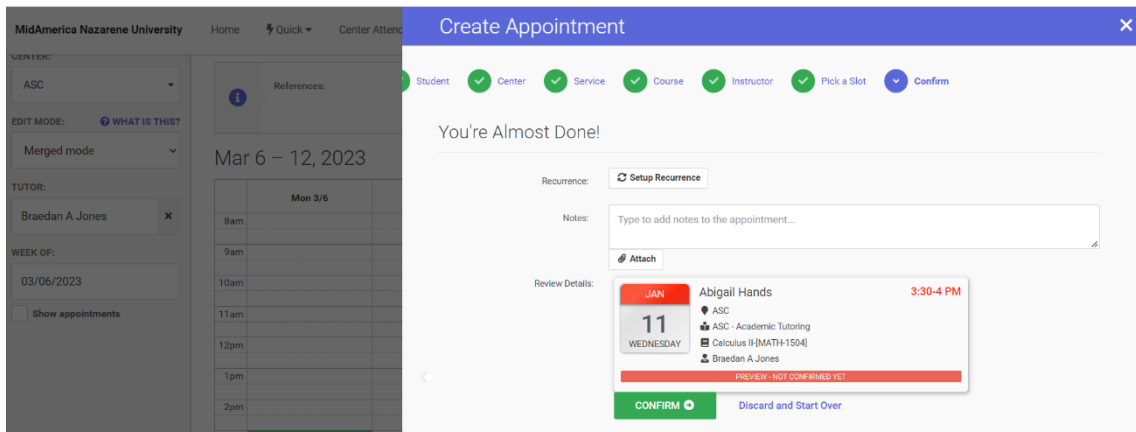


Step 5: Select from the available time slots provided per tutor, date, and time.

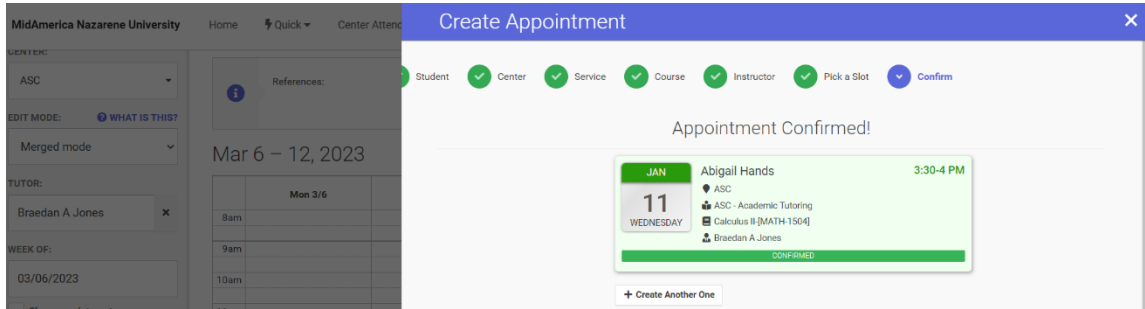
Note: Appointments must be scheduled at least 24 hours in advance.



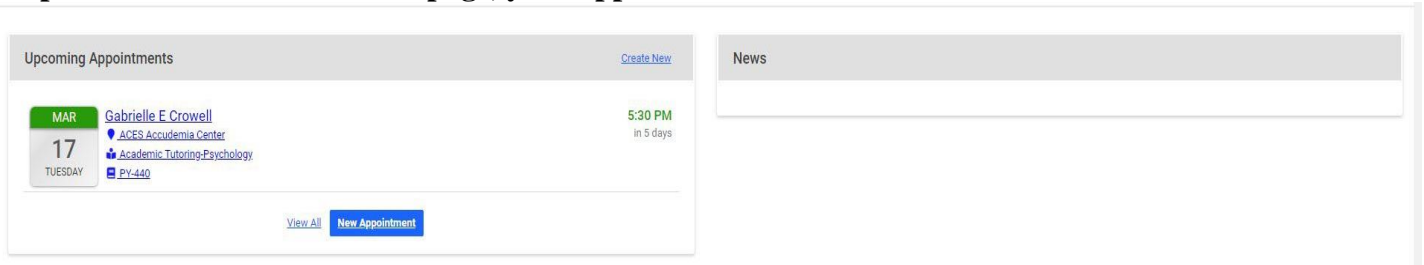
Step 6: Once you choose everything in the “Pick a Slot” menu, review and confirm your appointment. If everything is correct, click “CONFIRM”. If you wish to change something, click “Discard and Start Over”.



Step 7: A confirmation note will appear on the screen with the tutor, course, date, and time of the appointment.



Step 8: Once back on the home page, your appointment will now show on the left side.



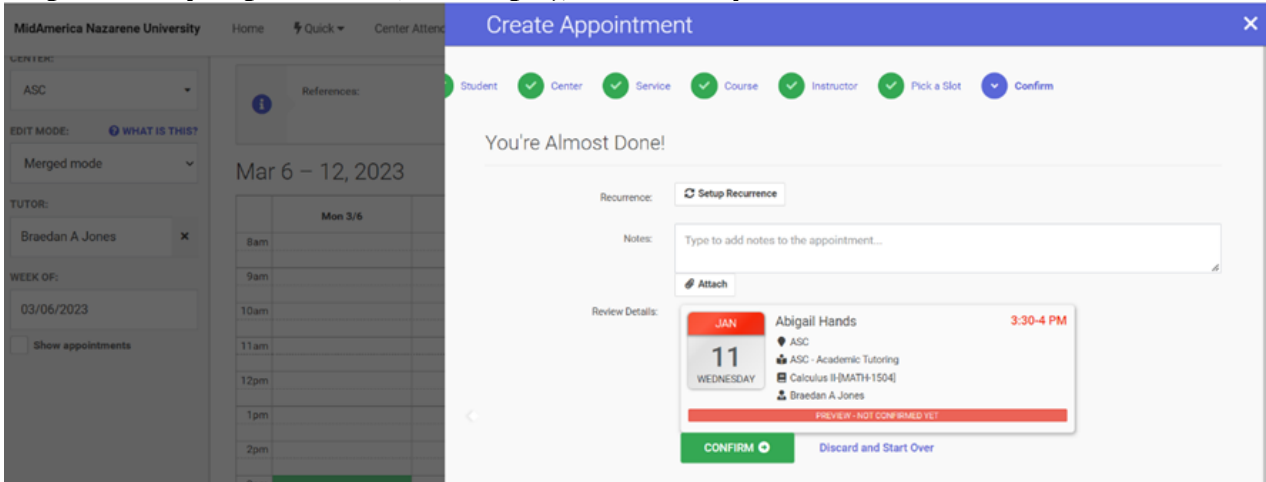
***Note: Accudemia will send you and the tutor an email after each appointment has been scheduled/canceled. In the confirmation email that you receive when scheduling an appointment are instructions on how to join your tutor online or face-to-face (F2F). Please familiarize yourself with these instructions prior to your appointment.**

Questions? Please contact the ASC at 913-971-3571 or asc@mnu.edu.

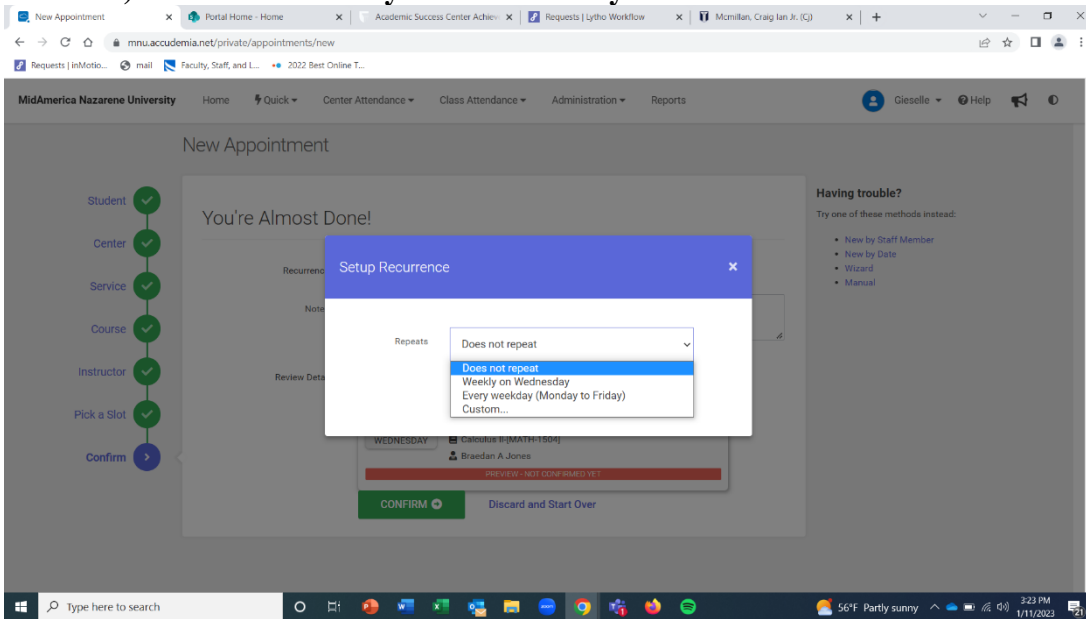
TO SETUP RECURRING SESSIONS

To avoid scheduling a new appointment each week, consider setting up a recurring appointment.

Step 1: Once you pick a slot (as in step 6), select “setup recurrence.”



Step 2: Choose from the options available (does not repeat, weekly on Or every weekday, or choose customize) to customize how you would want your sessions to recur.



Step 3: When you choose “customize”, you will have to select your preferences. Once completed, click on“set recurrence”.

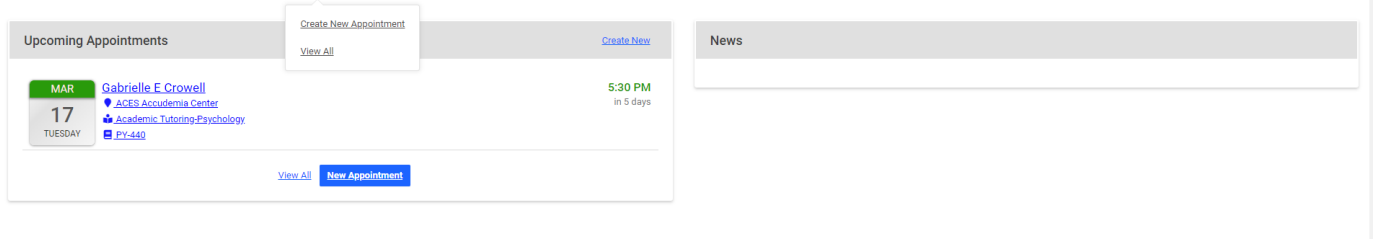
The screenshot shows a web application interface for setting up a recurrence. The main window is titled "New Appointment" and contains a sidebar with steps: Student, Center, Service, Course, Instructor, Pick a Slot, and Confirm. A "Setup Recurrence" dialog box is open, featuring the following fields:

- Repeats:** A dropdown menu set to "Custom...".
- Repeat every:** A text input field containing "1" and a dropdown menu set to "Week".
- Days of week:** A row of seven buttons labeled S, M, T, W, T, F, S. The "W" button is highlighted in blue.
- Ends:** A radio button selected for "When semester ends". Below it are two options: "On" with a date field set to "5/5/2023" and "After" with a field set to "5" and a label "occurrences".

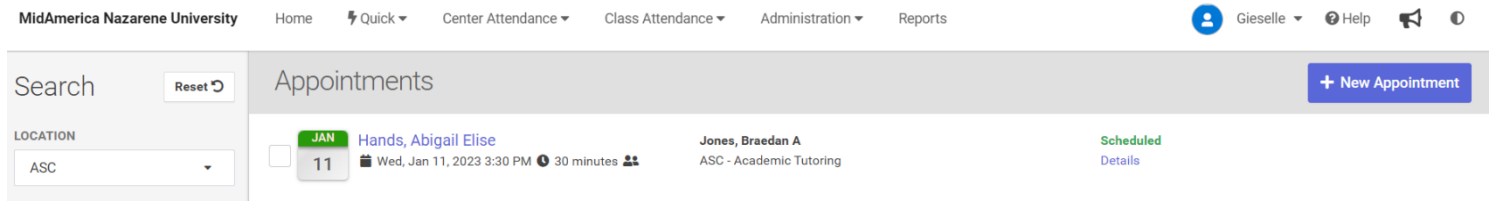
On the right side of the dialog, there are two calendar views for January and February. In the January calendar, the 18th and 25th are highlighted. In the February calendar, the 1st, 8th, and 15th are highlighted. At the bottom of the dialog, there are two buttons: "CONFIRM" and "Discard and Start Over".

TO CANCEL AN APPOINTMENT

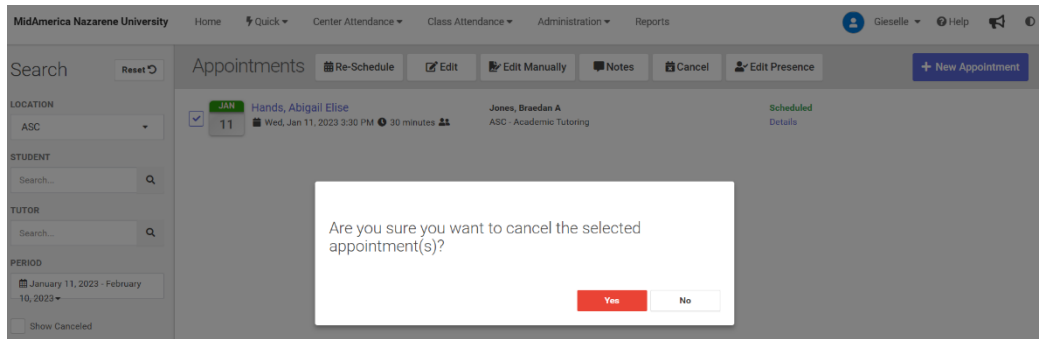
Step 1: Click “Appointments” along the top left, and then click “View All.”



Step 2: Select the appointment that you wish to cancel. Then, click “Cancel” at the top.



Step 3: If the correct appointment is selected, click the red “Yes” button. If it is not the correct appointment, click “No” and go through steps 1-3 again being careful to select the appointment you wish to cancel.



Note that after cancelling an appointment, it will no longer show on your appointments page.

