

How to Book a Tutoring Appointment Online

1. Go to the Tri-C eSARS Online Appointment System Tutoring Services [homepage](#), and click on the campus you want to book your appointment at.
2. Enter your login credentials (same as for My Tri-C Space (S# and password)) and click “Make Appointment”.
3. Select the length of time you want for the appointment and click “Continue”.
4. Select the class you want to make an appointment for, then click “Continue”.
5. Choose from the available filters (Note: the less filters you apply, the more appointments you will see), then click “Find Appointments”.
6. Click the radial button to the left of the appointment you want to select.
7. Verify your contact information is correct, then enter your e-mail to confirm and click “Continue”. The system will send you an e-mail confirmation of your appointment.
8. **IMPORTANT:** Click “Go Back” then choose:
 - “Logout” to log out of the system
 - “Make Appointment” to make another appointment for a different discipline.
 - “View or Cancel Appointments” to see scheduled and/or cancel appointments.
 - “View Appt. History” to see a list of all of your tutoring appointments.