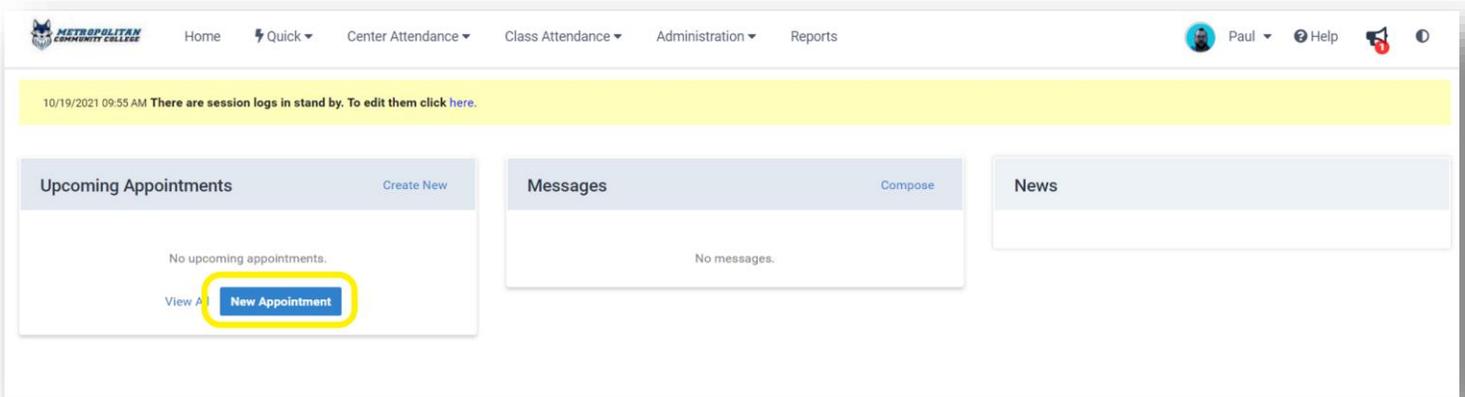
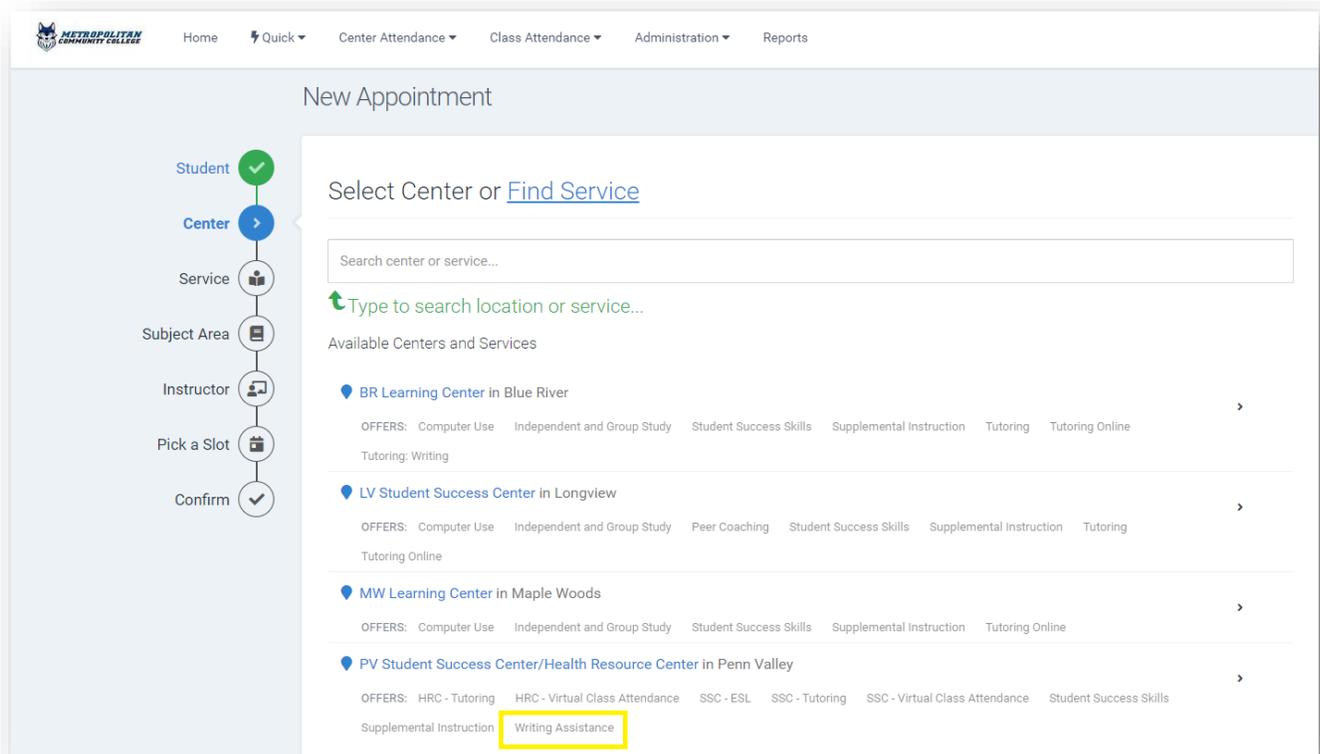


To schedule your Writing, Reading or ESL appointment through Accudemia, please follow these steps:

1. Go to mcckc.accudemia.net in your preferred internet browser
2. Log in using information below
 - a. **Username:** "Student email"
 - b. **Password:** "Your MCKC password, or Blackboard password"
3. Select **New Appointment**



4. For Writing Service at Penn Valley Campus Student Success Center
 - a. Click **Writing Assistance** under the "PV Student Success Center/Health Resource Center"



5. A list of your classes will be displayed
 - a. **Select the course for which you are needing Writing Assistance**

6. Our Tutor's available appointments will be displayed.
 - a. To view available appointments for a different week, use the calendar icon or 'Prev' / 'Next' buttons next to the label 'Showing this week'. Appointments can be scheduled up to two weeks in advance.
 - b. To change how the schedule is displayed, click the 'Change View' button

7. **If you would like a virtual appointment (through Zoom), please indicate that in the Notes Text box.**

 If no note is provided stating you would like virtual tutoring, it is assumed that you will attend your session in-person, and no Zoom link will be provided.

- a. Once you have chosen the appointment that works for you, **review the Tutor, Date, Time, and Subject to be sure they are correct, then click on the green 'Confirm' button**

If you have trouble scheduling your appointment through Accudemia, please contact the Student Success Center:

pvssc.reservation@gmail.com

(816) 604-4292

We look forward to working with you!

