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. **<u>Password</u>**: "Your MCCKC password, or Blackboard password"
- 3. Select New Appointment

Home Quick -	Center Attendance 🕶	Class Attendance 🕶	Administration -	Reports			۲	Paul 👻	🕜 Help	ъ	0
10/19/2021 09:55 AM There are session logs in stan	d by. To edit them click here.										
Upcoming Appointments	Create New	Messages			Compose	News					
No upcoming appointment	5.		No messages								
View A	nt										

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

	New Appointment	
Student	Select Center or <u>Find Service</u>	
Service	Search center or service	
Subject Area	CType to search location or service Available Centers and Services	
Instructor 🗐 Pick a Slot 💼	BR Learning Center in Blue River OFFERS: Computer Use Independent and Group Study Student Success Skills Supplemental Instruction Tutoring Tutoring Online Tutoring: Writing	>
Confirm 🖌	LV Student Success Center in Longview OFFERS: Computer Use Independent and Group Study Peer Coaching Student Success Skills Supplemental Instruction Tutoring Tutoring Online	>
	MW Learning Center in Maple Woods OFFERS: Computer Use Independent and Group Study Student Success Skills Supplemental Instruction Tutoring Online	>
	PV Student Success Center/Health Resource Center in Penn Valley OFFERS: HRC-Tutoring HRC-Virtual Class Attendance SSC-ESL SSC-Tutoring SSC-Virtual Class Attendance Student Success Skills Supplemental Instruction Writing Assistance	>

- 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

	New Appointment		
Student	Available Slots		
Center	Specific Tutor		
Service	- Any available tutor -		~
ubject Area	Days of Week Select All Select None Select Mon-Fri		
Instructor	Sun V Mon V Tue V Wed V Thu V Fri V Sat		
Pick a Slot 🕟	Pick date and time	Α.	В.
Confirm 🗸	Duration: 45 minutes	Showing this week < Prev	🖽 Change View 🗸
\bigcirc	WEDNESDAY, OCT 20		
	Carla Oakley 9.00 AM _ 10.00 AM _ 11:00 AM _ 1:00 PM _ 2:00 PM _ 3:00	PM	
	THURSDAY, OCT 21		
	Carla Oakley 900 AM 10:00 AM 11:00 AM 10:00 PM 2:00 PM 3:00	PM	
	£_3	_	

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

You're Almost Done! Recurrence:	♂ Setup Recurrence
Notes:	Type to add notes to the appointment
Review Details:	<pre></pre>
[CONFIRM O Discard and Start Over

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!

