
2. Use the drop-down menu to select the semester. Click the “Submit” button.

3. Use one or more of the drop-down menus (“Subject,” “Tutors,” and “Days”) to find the support that will meet your scheduling needs.

4. View the results of your filtering and select a day and time by clicking on the “Make Appointment” link next to the Tutor’s name.

5. On the next screen, enter your Access ID and password. This are the same information used to access your Wayne Connect Webmail and Pipeline account. Click the “Login” button.

6. Check to make sure the information is correct:

   Hello, Your Name (Logout)

   **Class:** ABC 1234  
   **Tutor:** Tom Tutor  
   **Day:** Monday

   - If you selected the wrong information, use the button “Go Back To List” to make another selection.  
   - If the information is correct, use the “Appointment Date” drop-down menu to select the day.

7. Then, use the new drop-down menu to select a time.

8. Click on the “Make Appointment” button.

9. Review the Appointment Details to ensure accuracy. You will also be sent a confirmation to your Wayne State e-mail address with the details of the appointment.

10. Click the “Logout” link next to your name.