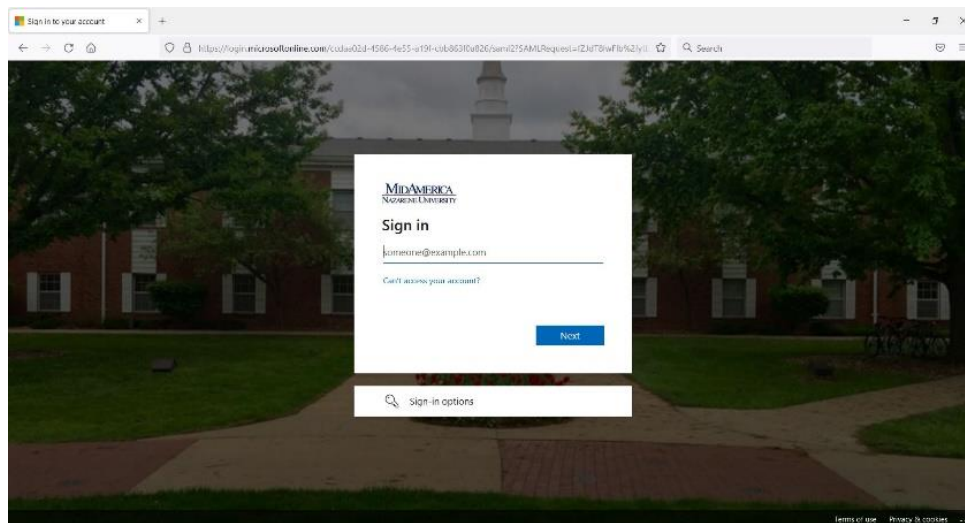




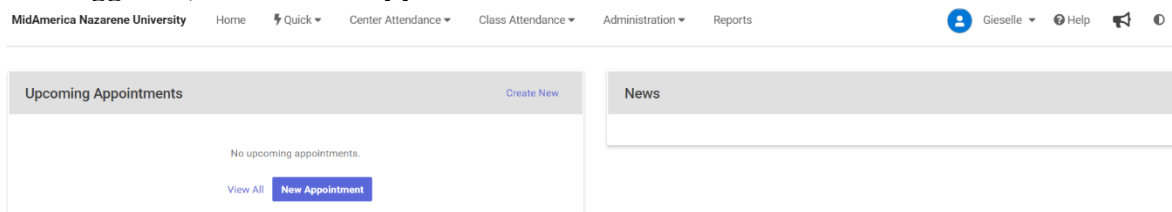
## Academic Success Center

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

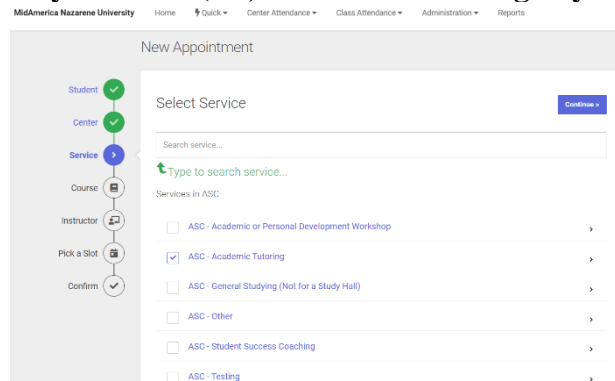
**Step 1: Log into Accademia at <https://mnu.accademia.net/> with your MNU username and password.**



**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.**

MidAmerica Nazarene University

Home Quick Center Attendance Class Attendance Administration Reports

New Appointment

Student ✓ Center ✓ Service ✓ Course → Instructor Pick a Slot Confirm

Select Course

Search Courses...

Type to search course...

Results

- THEA 2303 Acting I [THEA-2303]
- MATH-1504 Calculus II [MATH-1504]
- COMM-2803 Comm. in the Digital World [COMM-2803]
- EDUC-2203 Cultural Diversity [EDUC-2203]

**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.**

MidAmerica Nazarene University

Home Quick Center Attendance

Create Appointment

Student ✓ Center ✓ Service ✓ Course ✓ Instructor ✓ Pick a Slot → Confirm

Available Slots

Specific Tutor

Days of Week Select All Select None Select Mon-Fri

Pick date and time

Duration: 30 minutes

Showing this week: Prev Next Change View

Wednesday, Jan 11

- Braedan A. Jones 3:30 PM - 5:00 PM
- Samuel Powell 6:30 PM

Thursday, Jan 12

- Braedan A. Jones 5:00 PM

**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”.**

MidAmerica Nazarene University

Home Quick Center Attendance

Create Appointment

Student ✓ Center ✓ Service ✓ Course ✓ Instructor ✓ Pick a Slot ✓ Confirm →

You're Almost Done!

Recurrence: Setup Recurrence

Notes: Type to add notes to the appointment...

Attach

Review Details:

JAN 11 WEDNESDAY Abigail Hands 3:30-4 PM

ASC - Academic Tutoring

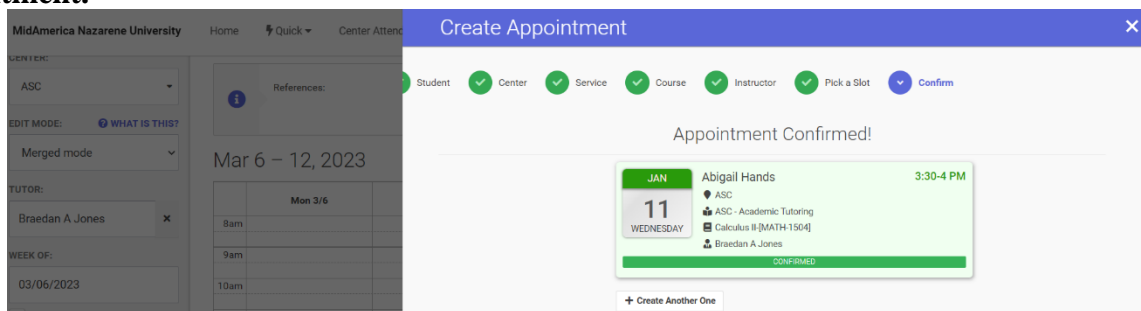
Calculus II [MATH-1504]

Braedan A. Jones

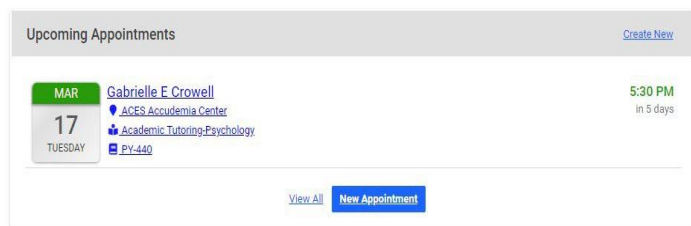
PREVIEW - NOT CONFIRMED YET

CONFIRM 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](mailto: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”.**

MidAmerica Nazarene University Home Quick Center Attendance Class Attendance Administration Reports Gieselle Help

### New Appointment

Student ✓

Center ✓

Service ✓

Course ✓

Instructor ✓

Pick a Slot ✓

Confirm >

Setup Recurrence

Repeats Custom...

Repeat every 1 Week

Days of week S M T W T F S

Ends ☒ When semester ends

☐ On 5/5/2023

☐ After 5 occurrences

January

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February

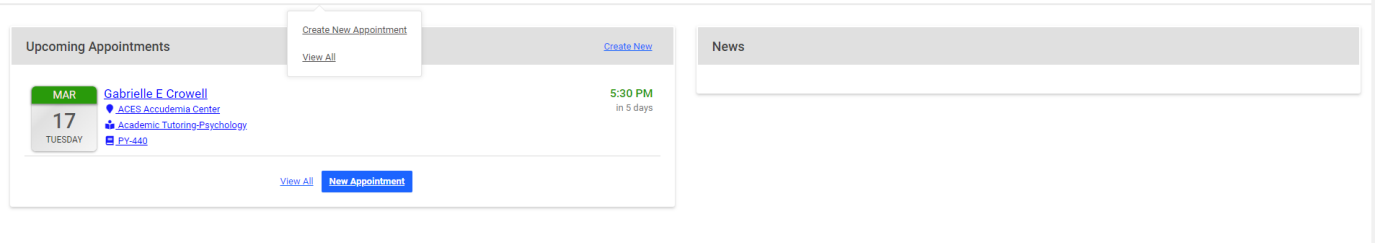
S	M	T	W	T	F	S
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25

CONFIRM

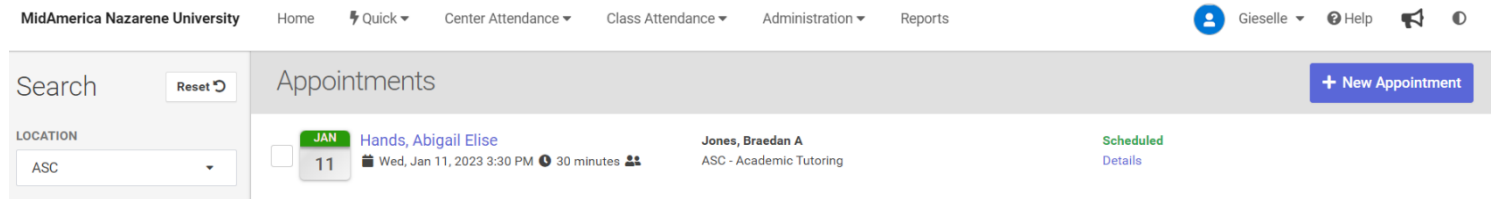
Discard and Start Over

# TO CANCEL AN APPOINTMENT

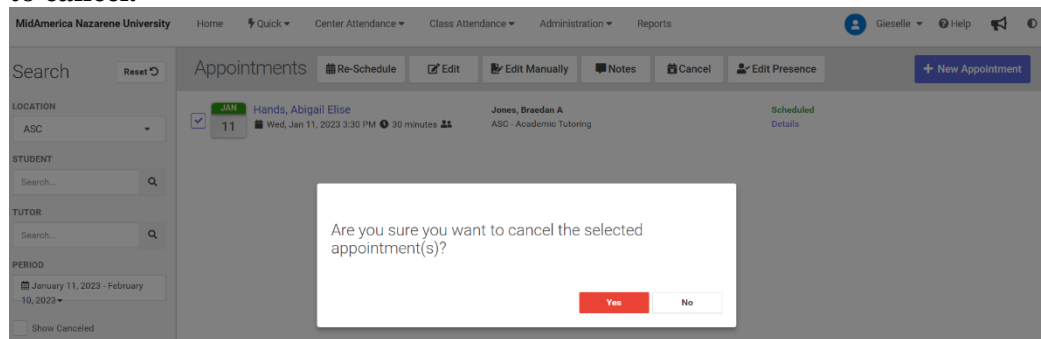
Step 1: Click “Appointments” along the top left, and then click “View All.”



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.

