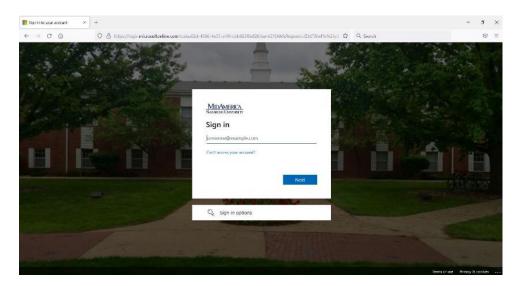


## GUIDE TO SCHEDULING AN APPOINTMENT WITH AN ASC TUTOR OR STAFF MEMBER

Step 1: Log into Accudemia at https://mnu.accudemia.net/ with your MNU username and password.



Step 2: Once logged in, click "New Appointment".

MidAmerica Nazarene University	Home	🖣 Quick 🕶	Center Attendance 🕶	Class Attendance 🔻	Administration $\bullet$	Reports	8	Gieselle 🔻	🕑 Help	O
Upcoming Appointments				Create New	News					
	No up	coming appointn	nents.							
	View A	New Appoir	atment							

Step 3: Select the service you desire (i.e., Academic Tutoring-Psychology).

	New Appointment	
Student	Select Service	Continue »
Center V Service	Search service	
Course	CType to search service Services in ASC	
Instructor	ASC - Academic or Personal Development Workshop	,
Pick a Slot 💼	SC - Academic Tutoring	>
Confirm 🖌	ASC - General Studying (Not for a Study Hall)	,
	ASC - Other	,
	ASC - Student Success Coaching	,
	ASC - Testing	,

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 V Quick Center Attendance Class Attendance Administration Reports

	New Appointment	
Student	Select Course	Continue >
Center		
Service	Search Courses  Type to search course	
Course 📀 🔇	• Type to search course	
Instructor	Results	
Pick a Slot	Acting I-[THEA-2303] 2303 7015 7015	>
Confirm	MATH- Galculus II-[MATH-1504] 1504 1504	,
Ŭ	COMM. in the Digital World-[COMM-2803]	,
	Cultural Diversity [EDUC-2203] 22005 EDUC-2203-2203	>

Step 5: Select from the available time slots provided per tutor, date, and time.

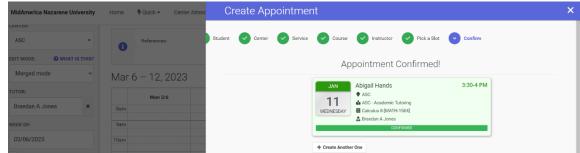
Note: Appointments must be scheduled at least 24 hours in advance.

MidAmerica Nazarene University	Home 🕴 Quick 👻 Center Attenc	Create Appointment	×
GENTER:			
ASC -	References:	Student 🕑 Center 🕑 Service 🤡 Course 😴 Instructor 😴 Pick a Slot 🕑 Confirm	
EDIT MODE: O WHAT IS THIS?		Available Slots	
Merged mode 🗸 🗸 🗸	Mar 6 – 12, 2023		
TUTOR:	Mon 3/6	Specific Tutor	_
Braedan A Jones ×	Bam	- Any available tutor -	~
WEEK OF:	9am	Days of Week Select All Select None Select Mon-Fri	
03/06/2023	10am	Sun Sun Tue Wed Fri Sat	
Show appointments	11am	Pick date and time	
	12pm	Duration: 30 minutes  View Next  Next  Next  Next  Duration: 30 minutes  View Max  Next  Duration: 30 minutes  Next  Duration: 30 minutes  Duration: 30 minutes  Next  Duration: 30 minutes  Duration:	w •
	1pm	Wednesday, Jan 11	
	2pm	Braedan A Jones	
	3pm	330 PM St00 PM	
	4pm	6:30 PM	
	5pm	Thursday, Jan 12	
	6pm	Braedan A Jones SCO PM	Ţ

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 Attend	Create Appointment	×
GENTER:				
ASC -	6	References:	Student 🕑 Center 🤡 Service 🥑 Course 🕑 Instructor 🤡 Pick's Slot 🕑 Confirm	
EDIT MODE: @ WHAT IS THIS?			You're Almost Done!	
Merged mode 🗸 🗸	Mar	6 - 12, 2023		
TUTOR:		0 12, 2020	Recurrence: C Setup Recurrence	
		Mon 3/6		
Braedan A Jones ×	8am		Notes: Type to add notes to the appointment	
WEEK OF:	9am		d Attach	
03/06/2023	10am		Review Details: Abigail Hands 3:30-4 PM	
Show appointments	11am		♥ ASC	
			ASC - Academic Tutoring WEDNESDAY     E Calculus II-[MATH-1504]	
			La Guidead a finiti riong	- 1
	1pm		PREVIEW - NOT CONFIRMED YET	
	2pm		CONFIRM O Discard and Start Over	
	2000			- 1

Step 7: A confirmation note will appear on the screen with the tutor, course, date, and time of theappointment.



Step 8: Once back on the home page, your appointment will now show on the left side.

Upcoming Appointments	Create New	News
MAR     Gabrielle E. Crowell       17     ACES Accudemia Center       TUESDAY     Academic Tutoring-Psychology	5:30 PM in 5 days	
View All New Appointment		

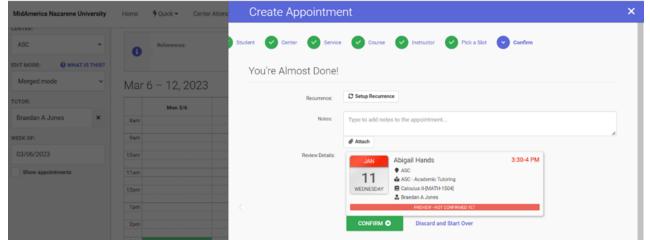
\*Note: Accudemia will send you and the tutor an email after each appointment has been scheduled/canceled. In the confirmation email that you receive when scheduling an appointment are instructions on how to join your tutor online or face-to-face (F2F). Please familiarize yourself with these instructions prior to your appointment.

Questions? Please contact the ASC at 913-971-3571 or asc@mnu.edu.

## 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.

America Nazarene University	Home 🦻 Quick 👻 Cent	ter Attendance + Class Attendance + Administration + Reports	😫 Gieselle 👻 🎯 Help 📢
	New Appointment		
Student	You're Almost Do	one!	Having trouble? Try one of these methods instead:
Center	Recurrenc	Setup Recurrence ×	New by Staff Member     New by Date     Wizard     Manual
Course	Note	Repeats Does not repeat v	4
Instructor	Review Deta	Does not repeat Weekly on Wednesday Every weekday (Monday to Friday) Custom	
Pick a Slot		WEDNESDAY	
		Discard and Start Over	

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 👻 Cl	lass Attendance 👻 🛛 Adm	inistration 🔻 Reports		8	Gieselle 👻 🥑 Help 📢 🛛 🔿
	New Appointmen	t					
Student	Setup Recurrence					×	1 <b>?</b> ethods instead:
Center Service	Repeats	Custom		~	January SMTWTFS	î Î	f Member
Course	Repeat every	1	Week	~	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 <b>18</b> 19 20 21	Ш	
	Days of week	S M T W T	FS		22 23 24 <b>25</b> 26 27 28 29 30 31		
Pick a Slot	Ends	When semester ends	5/5/2023	<b>#</b>	February SMTWTFS	13	
Confirm 📀 👘		After	5	occurrences	<b>1</b> 2 3 4 5 6 7 <b>8</b> 9 10 11 12 13 14 <b>15</b> 16 17 18		
		CONFIRM 🕥	Discard and Start	Over	10 20 21 22 23 24 25		

## TO CANCEL AN APPOINTMENT

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

Upcoming Appointments	Create New Appointment View All	Treate New	News
MAR         Gabrielle E. Crowell           17         ACES Accudemia Center           TUESDAY         PY-440		5:30 PM in 5 days	
	View All New Appointment		

## Step 2: Select the appointment that you wish to cancel. Then, click "Cancel" at the top.

MidAmerica Nazarene Unive	sity Hor	ne 🖣 Quick	Center Attendance 🕶	Class Attendanc	ce 👻 Administration 👻	Reports	8	Gieselle 🔻	🕑 Help		O
Search Reset	a Ar	pointme	ents						+ New A	ppointm	ent
LOCATION ASC			Is, Abigail Elise d, Jan 11, 2023 3:30 PM 🔇 30 n		<b>Jones, Braedan A</b> ASC - Academic Tutoring		Scheduled Details				

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.

MidAmerica Nazarene	University	Home 🎙 Qu	uick 🕶 🛛	Center Attendance 👻	Class Atter	ndance 👻 Administ	ration 👻 Rep	orts		Gieselle 👻	🛛 Help 🛃	O
Search	Reset D	Appointm	nents	#Re-Schedule	🕑 Edit	🛃 Edit Manually	Notes	🛱 Cancel	Edit Presence	E	<ul> <li>New Appointmen</li> </ul>	t
ASC	•		ands, Abiga Wed, Jan 11	ail Elise , 2023 3:30 PM 🔮 30 m	nutes 🏭	Jones, Braedan A ASC - Academic Tutor	ing		Scheduled Details			
STUDENT												
Search	Q											
TUTOR Search	۹			Are you sure appointmen		nt to cancel the	selected					
PERIOD				appointmen	(0).							
	oruary						Yes	No				
Show Canceled												

Note that after cancelling an appointment, it will no longer show on your appointments page.

