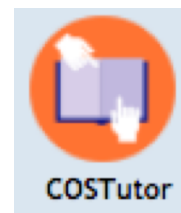


How to Make an Online Appointment with the Tutorial Center

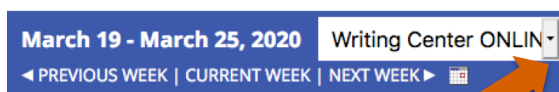
Step 1: Log into MyGiant then click on the COSTutor icon.



Step 2: Choose a schedule from the drop down menu.

Available options are:

- Essay Drop Off
- General Tutorial
- Math Lab
- Writing Center Online Appointments



Step 3: Choose what time and which tutor you would like, then click on the corresponding white box. Enter the information it requests from you and click “create appointment”.

- White = available
- Blue = unavailable
- Yellow = your appointment
- Red = online appointment

Mar. 20: Friday	8:00am	9:00am	10:00am	11:00am	12:00pm
Bethany ONLINE ONLY	Blue	Blue	Blue	Blue	Blue
Chastity ONLINE ONLY	Red	White	Blue	Blue	Blue
Chris ONLINE ONLY	White	White	Blue	Blue	Blue
Dee ONLINE ONLY	Blue	Blue	White	White	Blue
Erika ONLINE ONLY	Blue	Blue	Blue	Blue	Blue
Jonathan ONLINE ONLY	Blue	Blue	Blue	Blue	Blue

Reserve 11:00am on March 20.

Step 4: When it is time for your appointment click on your yellow appointment box, then click “Start or Join Online Consultation”.

MEET ONLINE? ONLINE
If you choose an online appointment, log back in to this website approximately five to ten minutes before the start of your appointment. Then, open this appointment and click “Start or Join Online Consultation.”

START OR JOIN ONLINE CONSULTATION

Please refer to the Educational Support Services area on the COS Website for office hours and other important information:
<https://www.cos.edu/en-us/library/educational-support-services>