How To Use the Scheduling System as a Peer Tutor?
Step 1

1) Go to https://yuacad.mywconline.com

2) Enter e-mail address and password

3) Under “Choose a Schedule” select Peer Tutoring

4) Click “Log In”
Step 2

- All Peer Tutors are listed on the left hand side.
Step 3

To find your name more easily, or to sort the tutors by subject, go to the “Limit to:” drop down menu and select the subject.

The list of Peer Tutors will automatically filter to the subject you selected.
Throughout the Schedule, you will see…

**Grey/Blue Boxes:** *(unavailable time)* Time slots in which you are unavailable for tutoring services.

**WHITE boxes:** *(Open times)* These appointments are still open

**Bright Blue boxes:** *(Reserved times)* If shaded bright blue, a student has made an appointment with you during that time slot.

In this example, you will see that Lisa is not available for tutoring services on Friday between 9:00-11:00 AM, or from 1:00-3:00 PM. A client has made an appointment with Lisa from 11:00-12:00 AM. Lisa is still available to tutor another student between 12:00 AM – 1:00 PM.

NOTE: Slide your cursor over the **Bright Blue box** to see client’s name.
When to Make an Appointment With Yourself

• Why?
  – Every once in a while, you might not be able to tutor during times you are normally available. In this case, click on the appropriate time slot and simply make an appointment with yourself.
  – This time slot will be shaded in RED, and therefore unavailable for student appointments. (See below)
To Get Information About Your Client...

1) Double click on the **booked appointment**.

2) A separate window will appear (as seen to the right), containing your appointment and client information.

3) E-mail the client to set up a meeting place if meeting in person. If meeting virtually email them an appointment link from the platform of your choice (Zoom or Microsoft Teams).

4) As you can see, you can always “Cancel This Appointment” by clicking here.
• If a tutoring session is not scheduled with this system, you will NOT get paid.

• It is your responsibility to make sure that your client has booked their appointment on the scheduling system. If it is not booked through the system, you will not get paid.

• If you have any questions or concerns, please e-mail Sara Schwartz at sara.Schwartz@yu.edu