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 9:00-10:00 AM, or from 1:00-3:00 PM. A client has made an appointment with Lisa from 10:00-11:00 AM. Lisa is still available to tutor another student between 11:00 AM – 12:00 PM.
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 you’re appointment and client information

3) E-mail the client to set up a meeting place.

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 Wallshein at sara.wallshein@yu.edu