

How to Schedule an Appointment with a PVCC Tutor

Now you can schedule appointments with a PVCC tutor from this website. Here's how:

1. Print out these instructions.
2. Go back to the "Get a Tutor" section of the Learning Resources page.
3. Click on "Schedule an Appointment".
The first time you enter this page, you will need to create a user name and password. To do this:
 - On log-in page, enter your 7-digit **PVCC Student ID Number**.
 - Do **not** enter a password.
 - Click "Login".
 - On the information page, enter a username and password. We recommend that you use your blackboard username and password. Please remember that your password must contain at least one capital letter and number. It must also be at least 7 characters long.
 - Click on "Confirm".
 - Scroll to the bottom of the screen and click on "Save".
 - You are now ready to make an appointment.
3. Click on "Go To" and then "Make an Appointment".
4. Select a tutor, enter a specific time frame, or select your class. (It is not necessary to choose a "Type".) Click on "Search".
5. Scroll to the bottom of the screen to see available tutors and times.
6. Click on an appointment time.
7. Select the subject in the "Request help in" drop-down menu and then click "Save Appointment".
8. You have just created a half an hour appointment! If you'd like to meet with a tutor for a full hour, repeat steps 6-10.

For future appointments, you will enter your newly created username and password to create an appointment. You will not use your student ID number.

If you have difficulty with any step in this process, please call the Learning Center at 434 961 5320 or come by Room 609 for assistance.