Creating a Tutoring Appointment Through Navigate

1. Visit: wvu.campus.eab.com

2. Log in to your with your WVU credentials.

3. In the right-hand corner, click “Get Assistance”.

4. Select “Tutoring” from the drop-down menu.
5. Select “ARC Online Tutoring” from the drop-down menu.

6. Select “Tutoring Appointment” then click “Next”.

7. Select “ARC Online Tutoring” from the drop-down menu.
8. Select the course you wish to be tutored in then click “Next”.

- What location do you prefer?
  - ARC Online Tutoring

- Pick a Course
  - please choose one

9. Click next *unless* you have a preferred tutor.

- What location do you prefer?
  - ARC Online Tutoring

- Pick a Course
  - ACCT-582-702 Fraud Data Analysis

- Who would you like to meet with? You may choose more than one person.
  - Mullinix, Barbara
  - McGuire, Ammanee

- Back
  - Next
10. Select your preferred date and time. Example shown below:

![Times From March 19 To March 23](image)

*All times listed are in Eastern Time (US & Canada).

11. Review tutoring appointment details. **If correct, Click “Confirm Appointment”**.

![Appointment Details](image)

**Your appointment has not been scheduled yet. Please review and click Confirm Appointment to complete.**
12. **If your class is unavailable for tutoring**, click “Request Appointment”.

Times From March 19 To March 23

<table>
<thead>
<tr>
<th>Thu, Mar 19</th>
<th>Fri, Mar 20</th>
<th>Sat, Mar 21</th>
<th>Sun, Mar 22</th>
<th>Mon, Mar 23</th>
</tr>
</thead>
<tbody>
<tr>
<td>Morning</td>
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</tbody>
</table>

*All times listed are in Eastern Time (US & Canada). refreshed at 1:57pm EDT.*

13. Select the requested class and provide your availability. **Example shown below:**

Request Appointment Form

**I’m Available On...**
Location: ARC Online Tutoring
Service: Tutoring Appointment

**Pick a Course**
- [CYBR-535-701 Business Network Security]

Please provide at least one specific day and time, along with any special considerations that may apply.

**I’m available Mondays, Tuesdays, and Thursdays between 12 PM - 4 PM EST**

[Cancel] [Next]
14. Review tutoring appointment request. *If correct, click “Send Request”.*

Your request has not been submitted yet. Please review, then click Send Request to complete and return to the home page.

**Message Preview**

**Student:** Stevie Miller  
**Service:** Tutoring Appointment  
**Course:** CYBR-535-7D1 Business Network Security  
**Location:** ARC Online Tutoring  
**Comments and Details:** I’m available Mondays, Tuesdays, and Thursdays between 12 PM - 4 PM EST.