Step 1: Log into your TSC account and on the home page, to the top right of your class schedule, click on the box that says ‘Schedule Tutoring Appointment’.

Step 2: On the Schedule Appointment page, click the drop down menu and select ‘Tutoring’.
Step 3: Select a Tutoring Service

Select this option **first** to find the most appropriate tutor to meet your needs.

Select one of these options if we don’t have a tutor for your particular course, but you need support in Stats or SPSS content.

Step 4: Select ‘Online: Toro Learning & Testing Center’ as the location.
Step 5: Once you have selected “ONLINE: Tutoring for one of my classes”, select the course for which you need support from the drop down menu, then click ‘Next’.

Step 6: Select a date and time that suits your availability.
Step 6a: REQUEST APPOINTMENT FORM

1. Keep this option populated with the course in which you need support.

2. State with clarity your specific accommodation and/or tutoring needs.

Step 6b: Review your request and select ‘Send Request’ to submit. A TLTC Front Desk team member will follow up with you shortly.
Step 7: If you were successful in finding availability, review your appointment information. NOTE: This is **NOT** your appointment confirmation! You must scroll down to the bottom of the page, and select ‘Confirm Appointment’ to confirm your appointment.