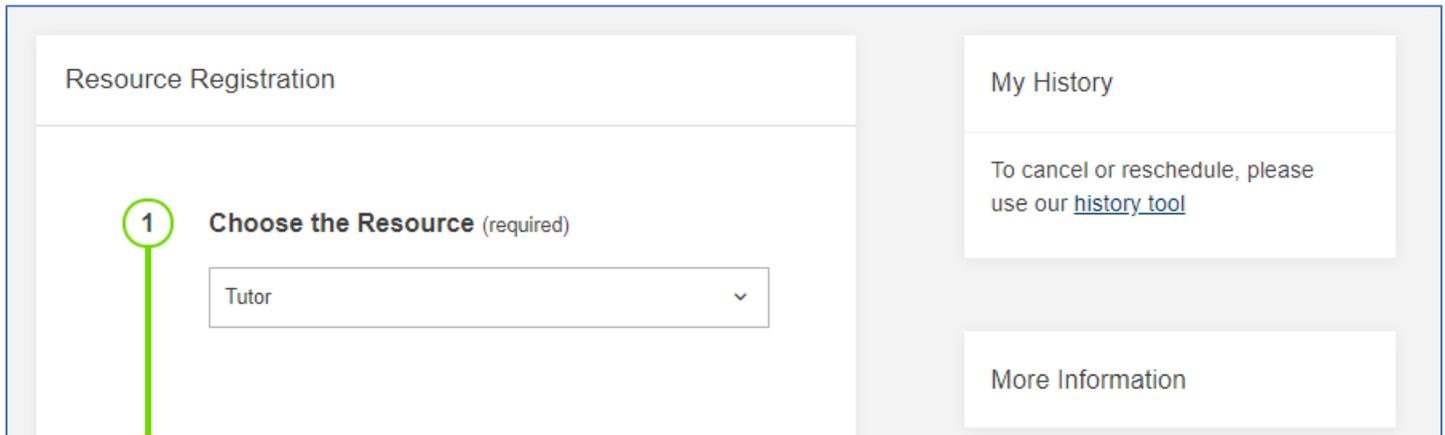


Scheduling Tutoring & Success Sessions

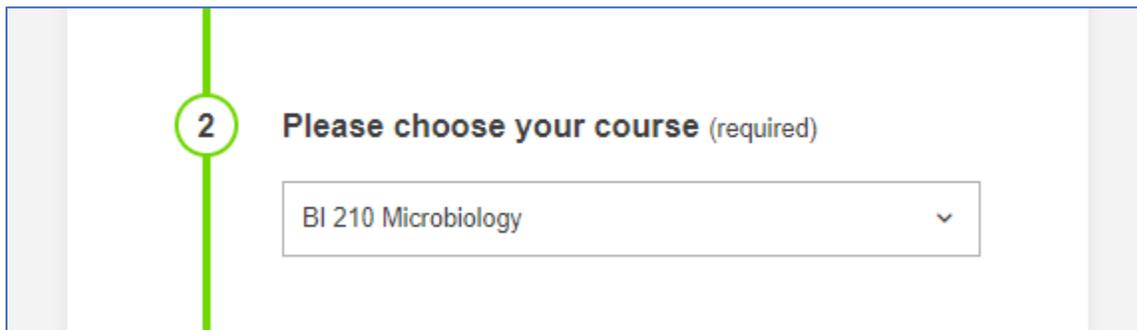
Go to the RegisterBlast Resources Website: <https://www.registerblast.com/clarkson-resources/Resource/list>

1) In the dropdown menu, select Success Session or Tutor



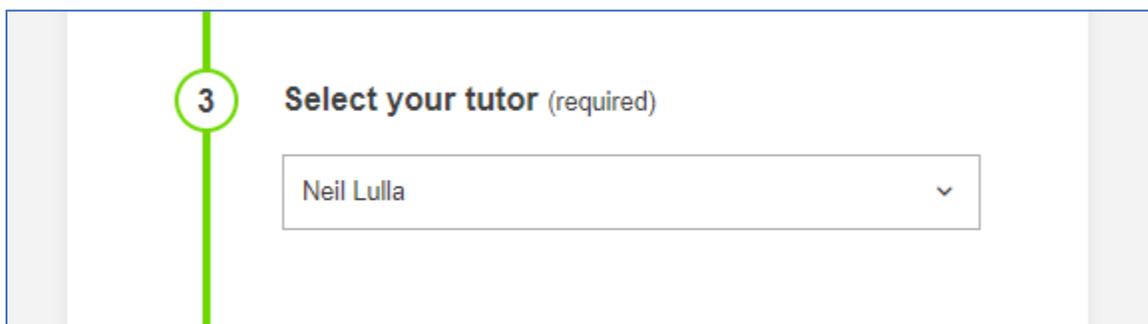
The screenshot shows a web interface for "Resource Registration". On the left, a green vertical line with a circle containing the number "1" points to a dropdown menu labeled "Choose the Resource (required)". The dropdown menu currently displays "Tutor". To the right of the main form area, there are two white boxes with grey borders. The top box is titled "My History" and contains the text "To cancel or reschedule, please use our [history tool](#)". The bottom box is titled "More Information".

2) Choose a course or Success Session topic.



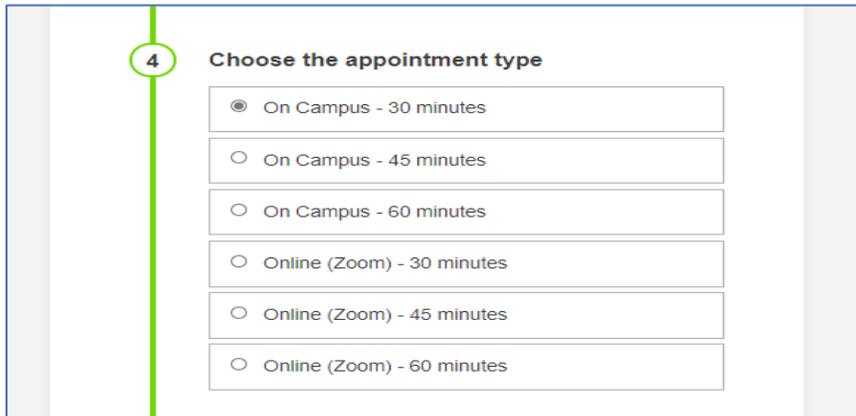
The screenshot shows a web interface for "Resource Registration". A green vertical line with a circle containing the number "2" points to a dropdown menu labeled "Please choose your course (required)". The dropdown menu currently displays "BI 210 Microbiology".

3) Select your tutor.



The screenshot shows a web interface for "Resource Registration". A green vertical line with a circle containing the number "3" points to a dropdown menu labeled "Select your tutor (required)". The dropdown menu currently displays "Neil Lulla".

4) Choose the appointment type.



4 **Choose the appointment type**

On Campus - 30 minutes

On Campus - 45 minutes

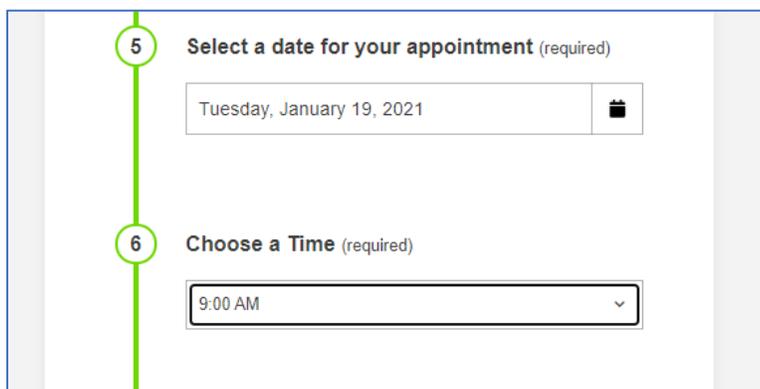
On Campus - 60 minutes

Online (Zoom) - 30 minutes

Online (Zoom) - 45 minutes

Online (Zoom) - 60 minutes

5) Select the date and time. (If the Tutor does not have a date/time that works for you, please select another Tutor.)



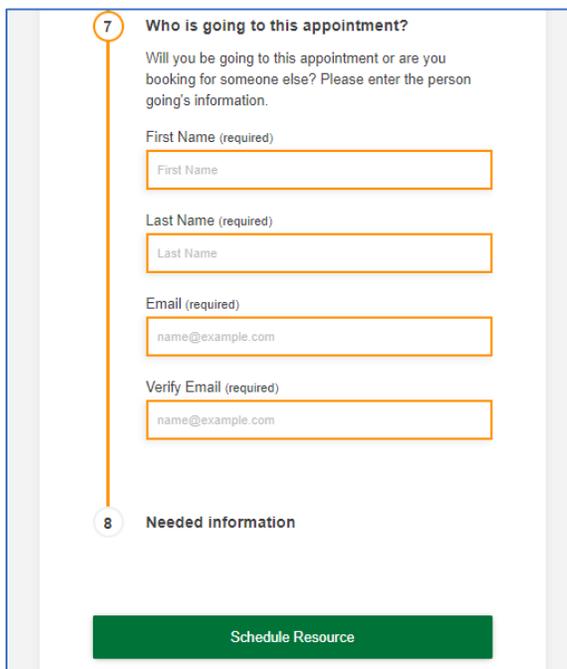
5 **Select a date for your appointment** (required)

Tuesday, January 19, 2021 

6 **Choose a Time** (required)

9:00 AM 

6) Enter in the requested information and click Schedule Resource. You should receive a confirmation email after clicking Schedule Resource.



7 **Who is going to this appointment?**

Will you be going to this appointment or are you booking for someone else? Please enter the person going's information.

First Name (required)

First Name

Last Name (required)

Last Name

Email (required)

name@example.com

Verify Email (required)

name@example.com

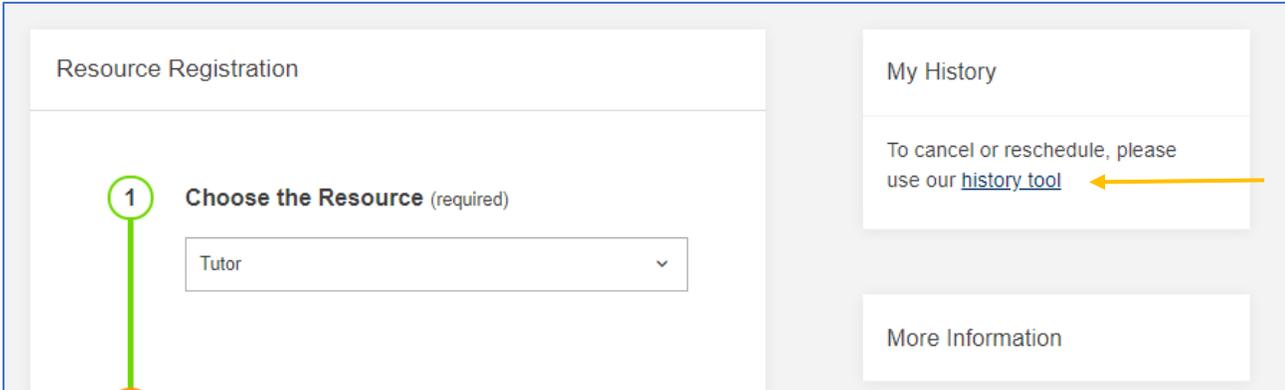
8 **Needed information**

[Schedule Resource](#)

Cancelling or Rescheduling Appointments

Go to the RegisterBlast Resources Website: <https://www.registerblast.com/clarkson-resources/Resource/list>

- 1) Click the history tool on the right side of the screen.



Resource Registration

1 Choose the Resource (required)

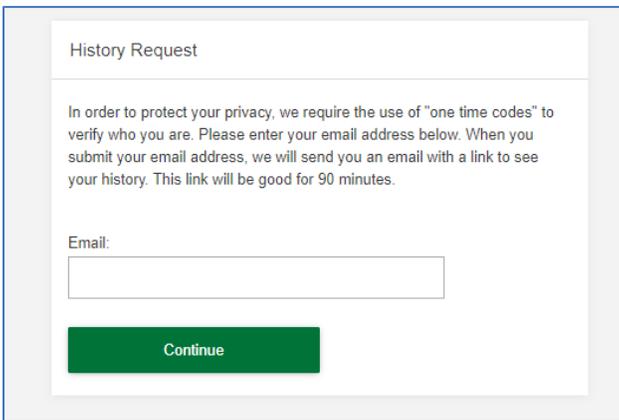
Tutor

My History

To cancel or reschedule, please use our [history tool](#)

More Information

- 2) Enter your email address and click Continue. You will then receive an email.



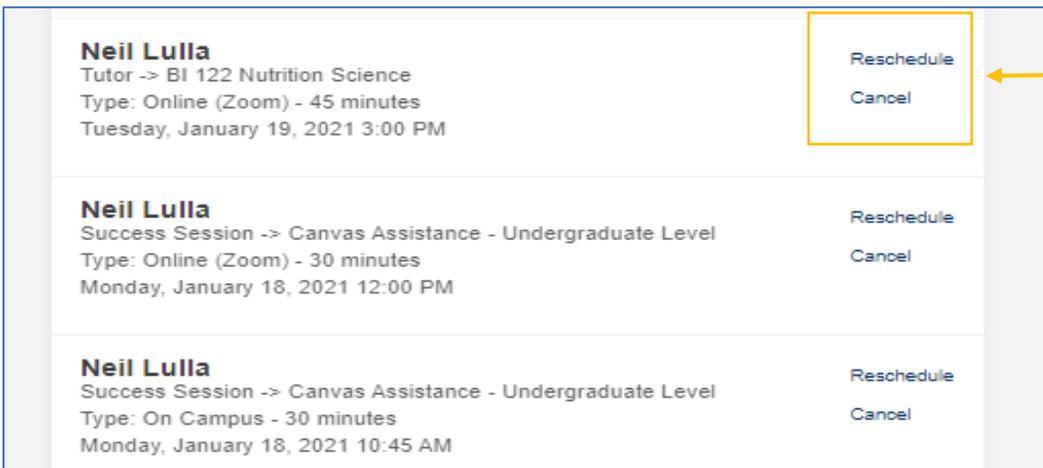
History Request

In order to protect your privacy, we require the use of "one time codes" to verify who you are. Please enter your email address below. When you submit your email address, we will send you an email with a link to see your history. This link will be good for 90 minutes.

Email:

Continue

- 3) On the email from RegisterBlast, click the link. You will be taken to your Appointment History where you can choose to cancel or reschedule an appointment.



Neil Lulla Tutor -> BI 122 Nutrition Science Type: Online (Zoom) - 45 minutes Tuesday, January 19, 2021 3:00 PM	Reschedule Cancel
Neil Lulla Success Session -> Canvas Assistance - Undergraduate Level Type: Online (Zoom) - 30 minutes Monday, January 18, 2021 12:00 PM	Reschedule Cancel
Neil Lulla Success Session -> Canvas Assistance - Undergraduate Level Type: On Campus - 30 minutes Monday, January 18, 2021 10:45 AM	Reschedule Cancel

4) Complete cancellation or reschedule process.

- *To Cancel:* Click to confirm the cancellation. You will receive a message, confirming the cancellation. Then you can click Sign Out in the upper right corner.

Cancel Appointment

Are you sure you would like to cancel your appointment for Neil Lulla at 1/18/2021 12:00:00 PM?

This action CAN NOT be undone. You will need to re-book if you change your mind.

Yes, cancel my appointment ←

Keep current appointment

Sign Out ←

Your appointment has been cancelled

- *To Reschedule:* Select a new date and time and click Reschedule. You will receive a message, confirming the rescheduled appointment (you will also receive an email). Then click Sign Out in the upper right corner.

Reschedule Appointment (1/18/2021 10:45:00 AM)

1 Select a date for your appointment (required)

Monday, January 25, 2021

2 Choose a Time (required)

11:45 AM

Reschedule

Sign Out ←

Appointment rescheduled.