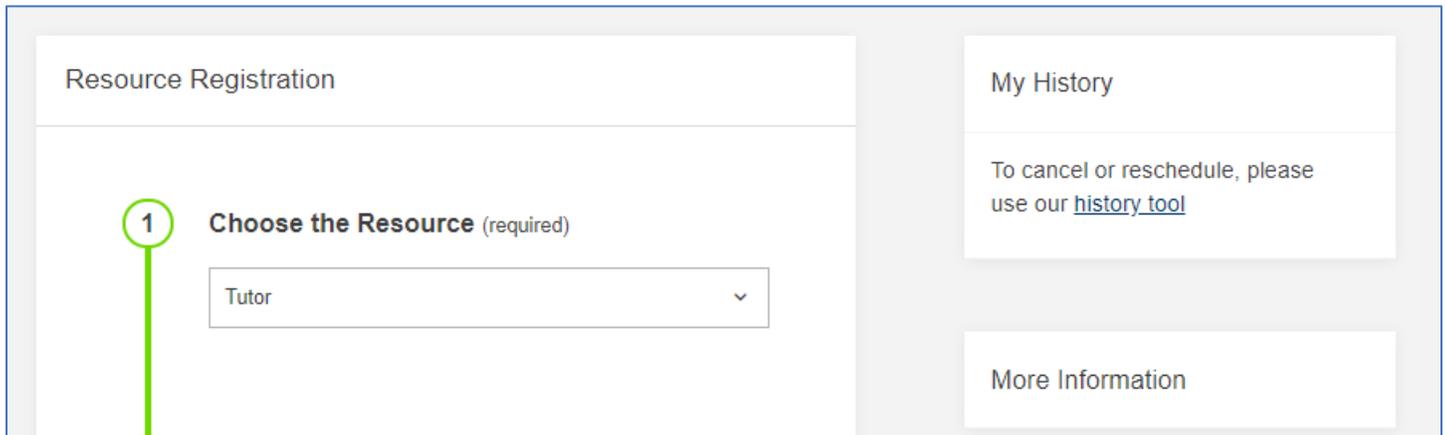


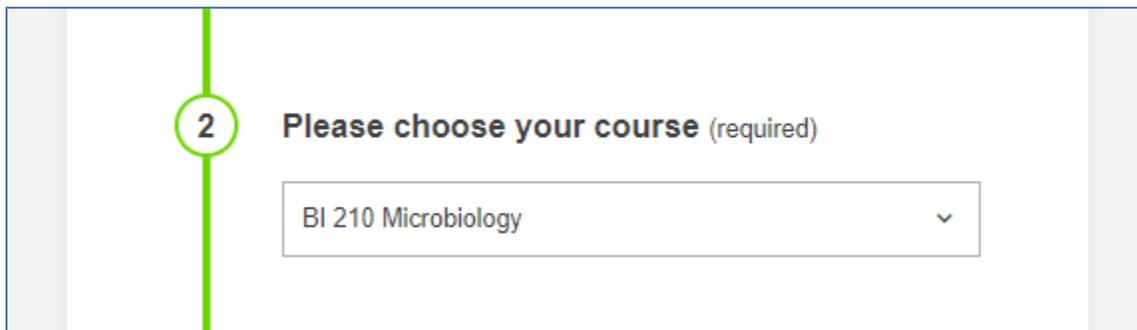
Go to the **RegisterBlast Resources** app via Office 365



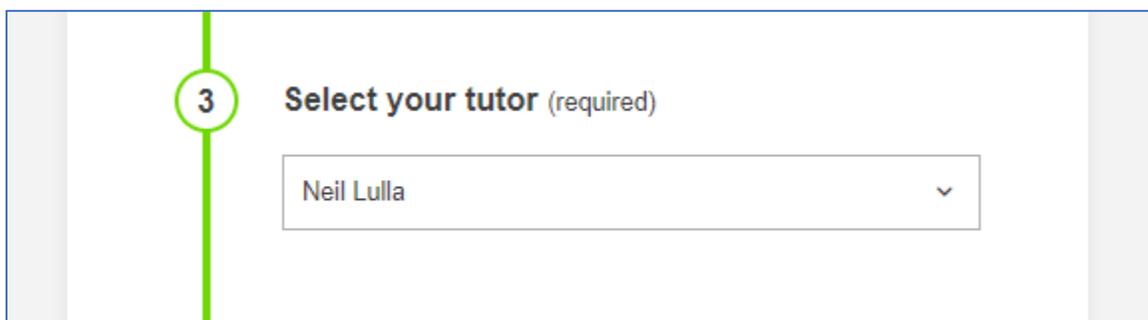
1) In the dropdown menu, select Success Session or Tutor

A screenshot of the "Resource Registration" page in the RegisterBlast Resources app. The page has a light gray background. On the left, there is a white box with the title "Resource Registration". Below the title, there is a dropdown menu with the text "Tutor" and a downward arrow. A green circle with the number "1" is positioned to the left of the dropdown menu, with a vertical green line extending downwards from it. To the right of the main content area, there are two white boxes. The top one is titled "My History" and contains the text "To cancel or reschedule, please use our [history tool](#)". The bottom one is titled "More Information".

2) Choose a course or Success Session topic.

A screenshot of the RegisterBlast Resources app interface showing the second step of the registration process. A green circle with the number "2" is on the left, with a vertical green line extending downwards. To the right of the line, the text "Please choose your course (required)" is displayed in a bold black font. Below this text is a dropdown menu with the text "BI 210 Microbiology" and a downward arrow.

3) Select your tutor.

A screenshot of the RegisterBlast Resources app interface showing the third step of the registration process. A green circle with the number "3" is on the left, with a vertical green line extending downwards. To the right of the line, the text "Select your tutor (required)" is displayed in a bold black font. Below this text is a dropdown menu with the text "Neil Lulla" and a downward arrow.

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. Be sure to be as specific as possible when listing topics that you want to review. You should receive a confirmation email after clicking Schedule Resource.

7 Who is going to this appointment?

If you are booking for someone else, please enter the person going's information.

First Name
Neil

Last Name
Lulla

Email
lullaneil@clarksoncollege.edu

Please list the specific topics you would like to review in your appointment.

Types and functions of antibiotics.
Specifically, I would like to review "xyz" antibiotics as those are the ones that I am least familiar with.

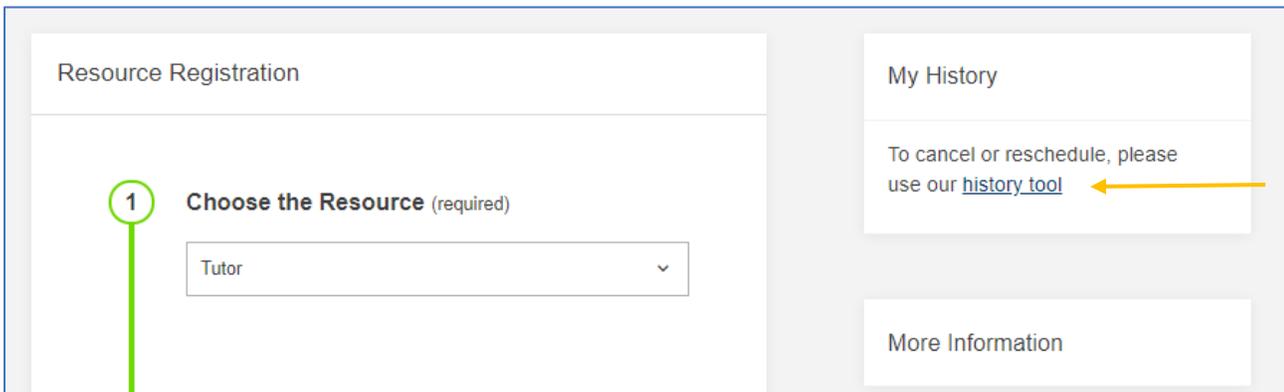
Schedule Resource

Cancelling or Rescheduling Appointments

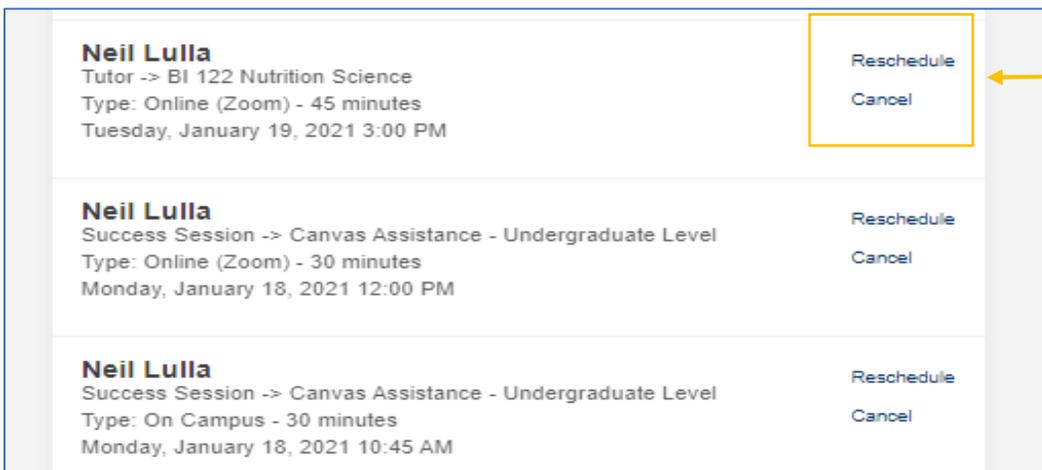
Go to the **RegisterBlast Resources** app via Office 365



- 1) Click the history tool on the right side of the screen **or** you can click the view complete history tool (also located on the right side as in the second image below).
 - a. If you click the history tool, you will be directed to a page that will ask you for your email address and then you will be sent an email with a link to view your appointment history.
 - b. If you click the view complete history link, you will be taken directly to your appointment history.



- 2) You will be taken to your Appointment History where you can choose to cancel **or** reschedule an appointment.



3) 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.