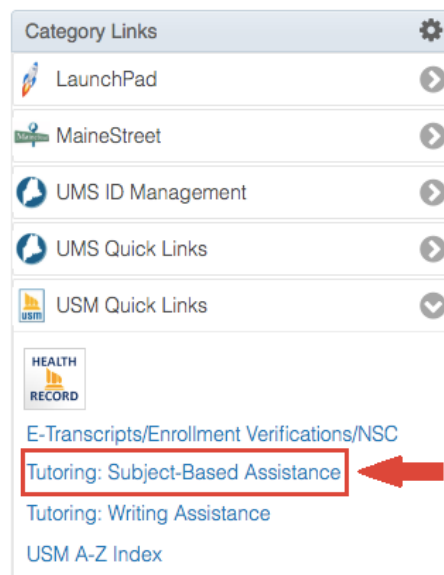
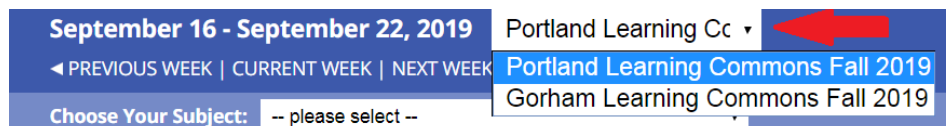


How to Schedule a Tutoring Appointment via the MyUSM Portal

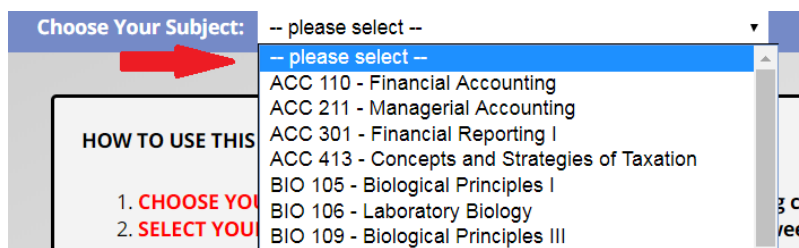
1. Sign in to the **MyUSM Portal** via www.mycampus.maine.edu using your MaineStreet credentials.
2. On the left-hand menu, expand the **USM Quick Links** tab and click **Tutoring: Subject-Based Assistance**. (NOTE: As part of our expanded Writing service, we now have a *separate* Writing Support scheduling calendar. If wanting a Writing appointment, you will need to register for another account within that calendar.)



3. If you don't already have an account, you will need to fill out a short registration form. **Be sure to use your maine.edu email address and the same password you would for signing in to the MyUSM Portal.**
4. Select the desired **location** (Gorham, Portland, Lewiston-Auburn) from the drop-down menu.



5. Select the desired **Subject** (i.e.: College Algebra, Physics 121, Chemistry 113).



How to Schedule a Tutoring Appointment via the MyUSM Portal

6. Select an available **appointment window** (white blocks = available times).

	10:00am	11:00am	12:00pm	1:

7. Complete the short appointment **form** with as much detail as possible. This will help the tutor prepare effectively for your appointment.

Meet Online?

- No. Meet **face-to-face** at the center.
- Yes. Schedule **Online** appointment.
With the online option, your tutor will work with you live via Zoom instead of in person. A few minutes before your appointment, log back into this calendar system, and in the box above click on the link labeled JOIN MY APPOINTMENT to start your online session.

Questions marked with a * are required. Questions marked with **ADMIN ONLY** are only available to and shown to administrators. (As an administrator, you can save an appointment without filling in required fields--except if those required fields are also tagged as administrator-only questions.)

What are your goals for this appointment? (Please be as specific as possible to help the tutor prepare.) *

For which course are you seeking assistance? *

Choose Your Subject: *

8. Click **Save**. You will then receive a confirmation email to your maine.edu address.

<input type="button" value="SAVE APPOINTMENT"/>	<input type="button" value="CLOSE WINDOW"/>
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*If you have any issues, please call The Learning Commons Front Desk at 207-780-4228.