

SCHEDULING A WRITING CENTER APPOINTMENT IN COMPASS

STEP 1:

CLICK ON THE BLUE “SCHEDULE AN APPOINTMENT” BUTTON FOUND ON OUR WEBSITE, [LIBERTY.EDU/WRITING](https://liberty.edu/writing).



Schedule Appointment

STEP 2:

USE YOUR LIBERTY USERNAME AND PASSWORD TO SIGN IN TO COMPASS.



LIBERTY UNIVERSITY

Sign in

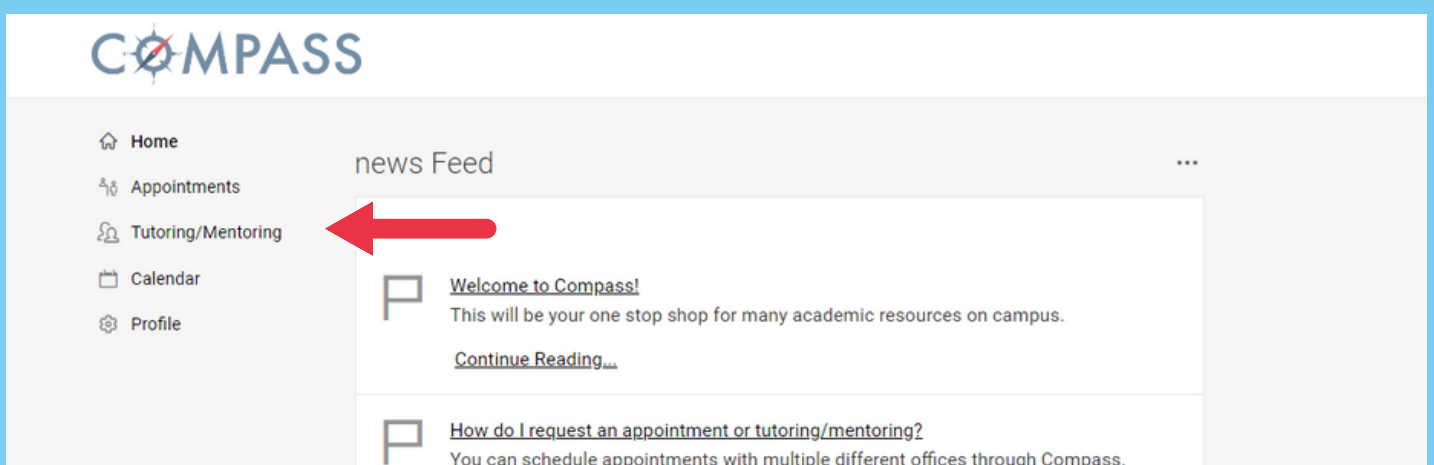
[Can't access your account?](#)

Back

Next

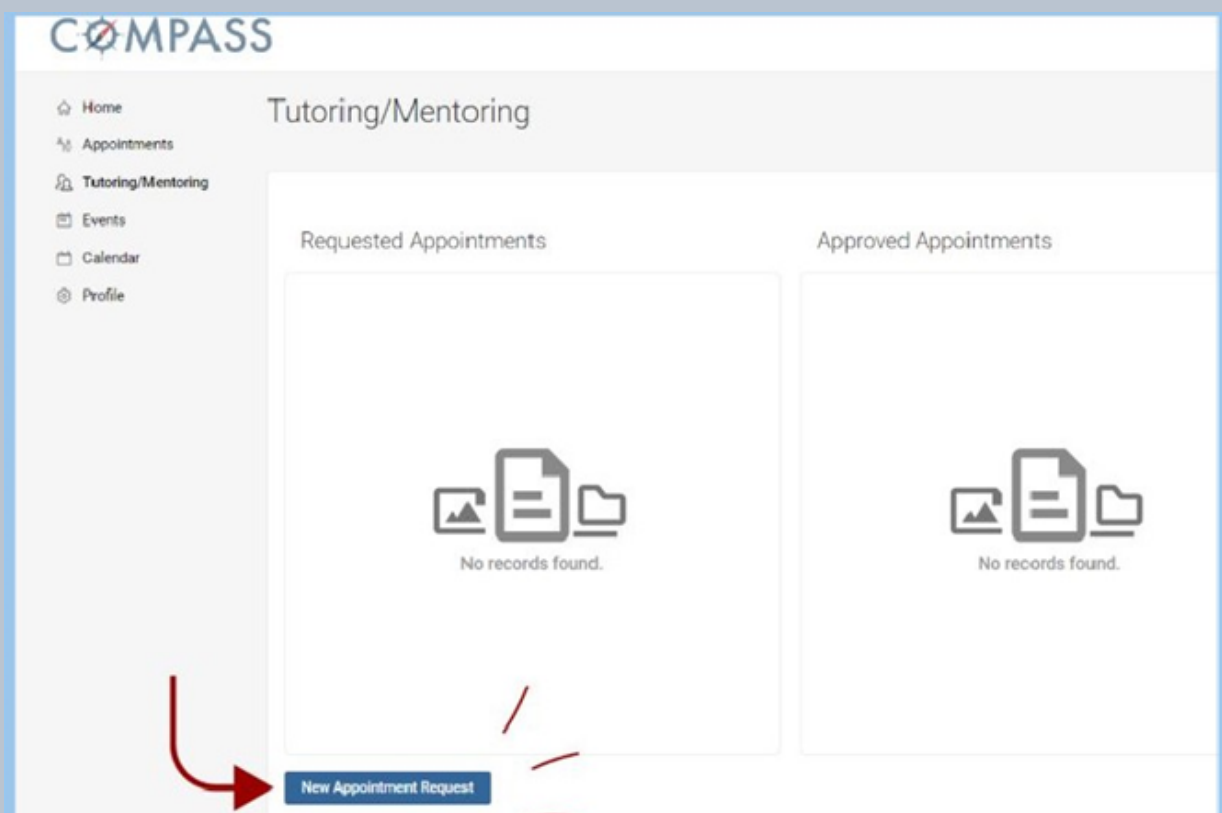
STEP 3:

ON THE COMPASS HOMEPAGE, CLICK ON THE “TUTORING/MENTORING” LINK ON THE NAVIGATION SIDEBAR.



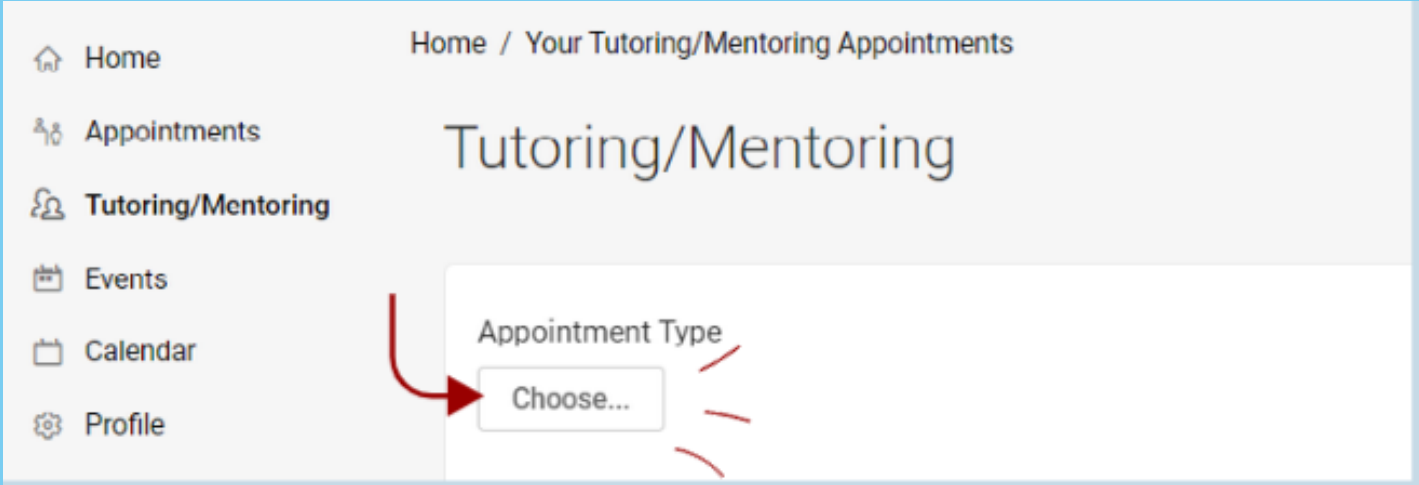
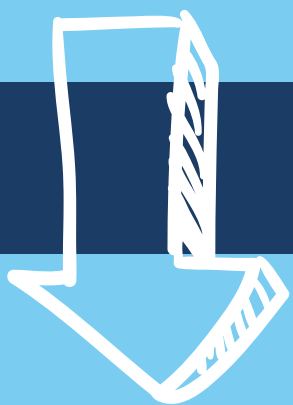
STEP 4:

TO REQUEST AN APPOINTMENT, SELECT "NEW APPOINTMENT REQUEST."



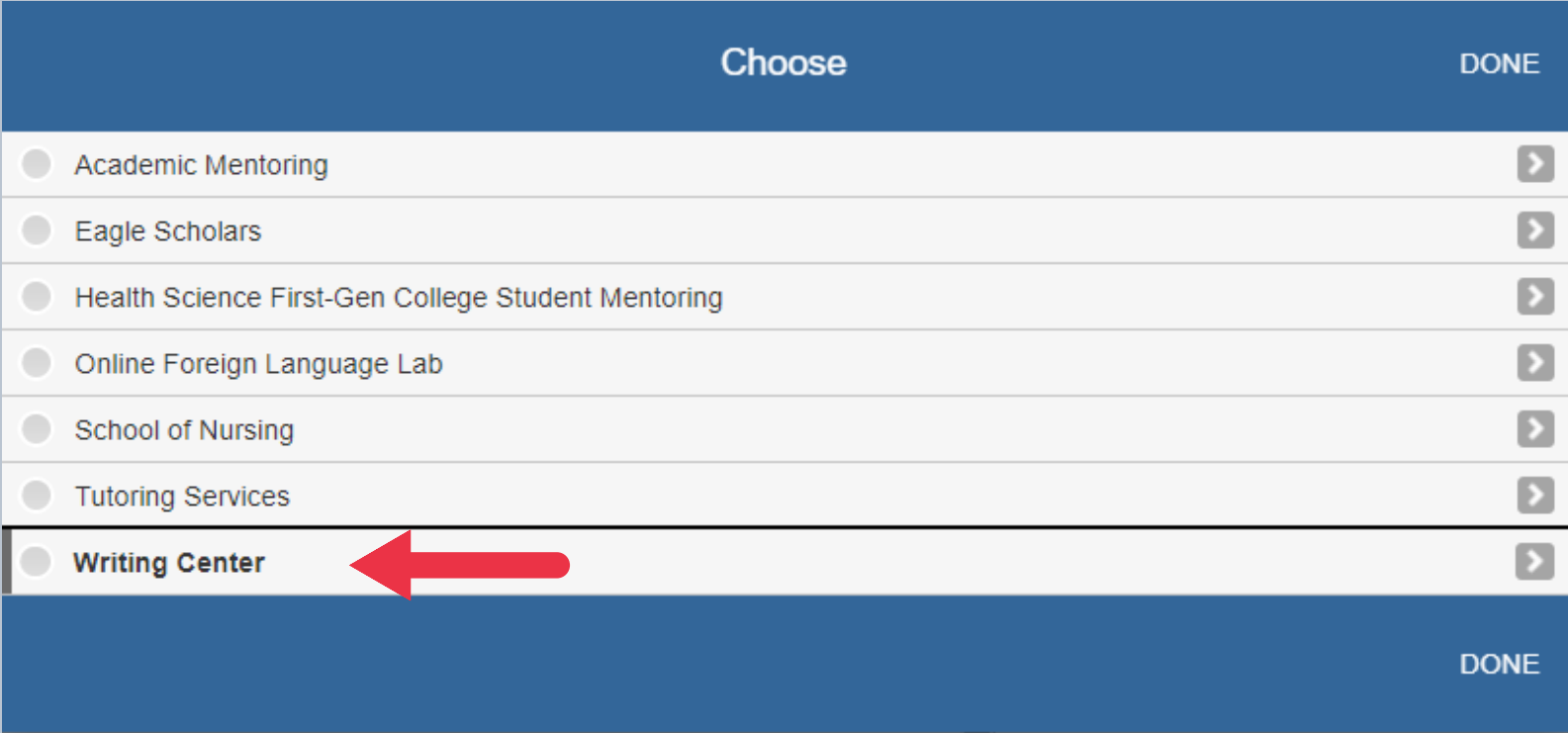
STEP 5:

UNDER APPOINTMENT TYPE, SELECT "CHOOSE."



STEP 6:

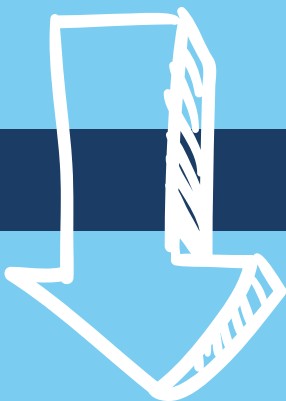
SELECT WRITING CENTER.



STEP 7:

CHOOSE YOUR CLASSIFICATION.

IF YOU ARE LOOKING FOR HELP PREPARING FOR AN EDUCATION LICENSURE EXAM, SELECT "EDUCATION LICENSURE EXAM STUDENTS."



BACK

Choose

DONE

☐

Education Licensure Assessment Students

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Graduate Students

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Honors Thesis Students

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Undergraduate Students

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BACK

DONE

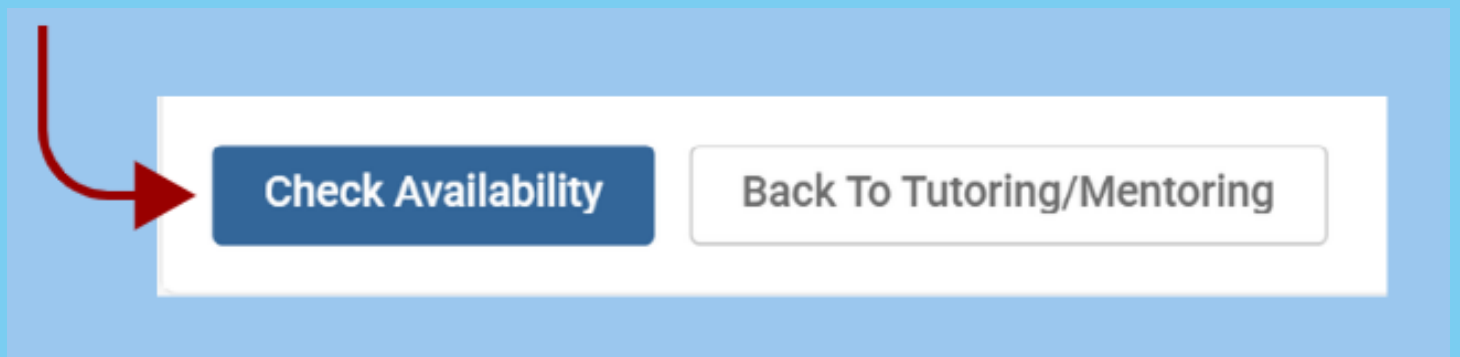
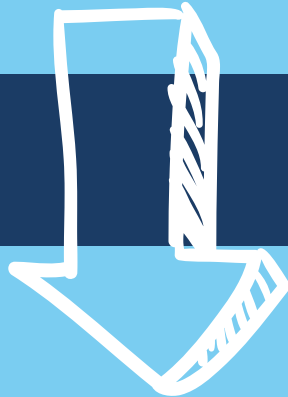
STEP 8:

SIF YOU SELECTED "EDUCATION LICENSURE EXAM STUDENTS," YOU WILL CHOOSE THE EXAM YOU ARE PREPARING FOR ON THIS SCREEN..



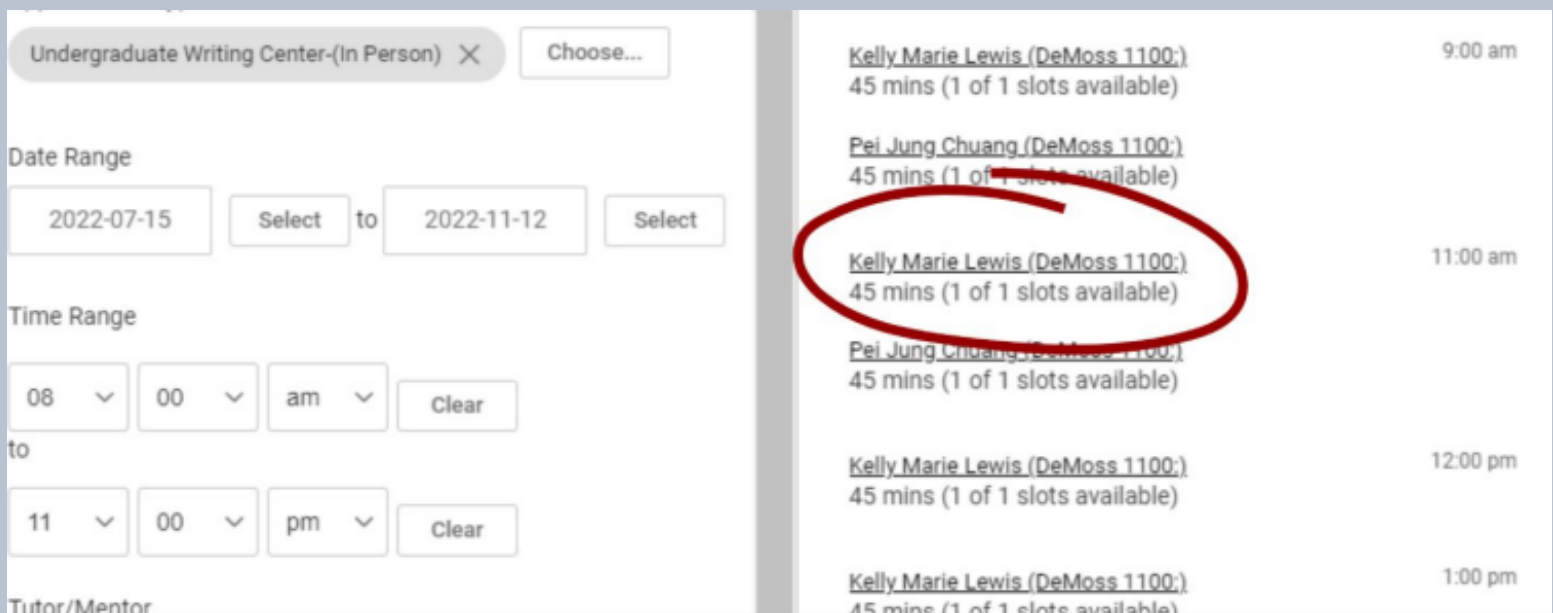
STEP 9:

FOR BEST RESULTS, SKIP OVER THE FILTERS
AND SELECT "CHECK AVAILABILITY."



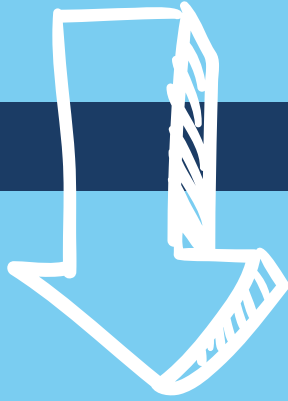
STEP 10:

FIND AN APPOINTMENT THAT WORKS BEST
FOR YOUR SCHEDULE AND SELECT IT BY
CLICKING ON THE COACH'S NAME.



STEP 11:

**FILL OUT THE INFORMATION IN THE
CONFIRMATION BOX AND SUBMIT YOUR
APPOINTMENT REQUEST.**




Confirm Tutoring/Mentoring

Length (in minutes)

Liberty ID number

In the below box, indicate what specific questions or topics you plan to discuss with your tutor.



**SUCCESS! YOUR APPOINTMENT HAS BEEN
MADE!**

