SCHEDULING A WRITING CENTER APPOINTMENT

IN COMPASS

STEP 1:

CLICK ON THE BLUE "SCHEDULE AN APPOINTMENT" BUTTON FOUND ON OUR WEBSITE, LIBERTY.EDU/WRITING.



Schedule Appointment

STFP 2:

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



Sign in		
sparky@liberty.ed	4	
Can't access your acc	ount?	

STEP 3:

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

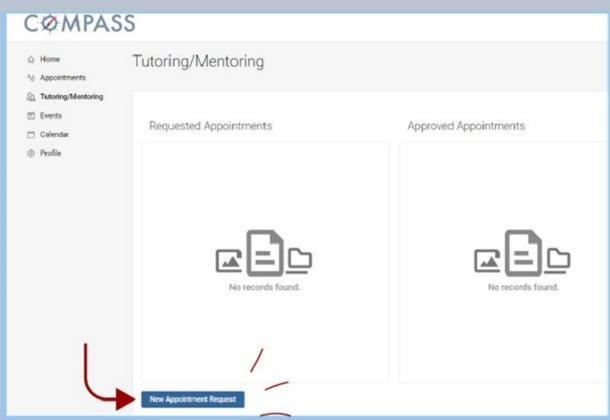


CØMPAS	SS	
⇔ Home ീ¢ Appointments	news Feed	
☐ Tutoring/Mentoring ☐ Calendar ② Profile	Welcome to Compass! This will be your one stop shop for many academic resources on campus. Continue Reading	
	How do I request an appointment or tutoring/mentoring? You can schedule appointments with multiple different offices through Compass	

STEP 4:

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

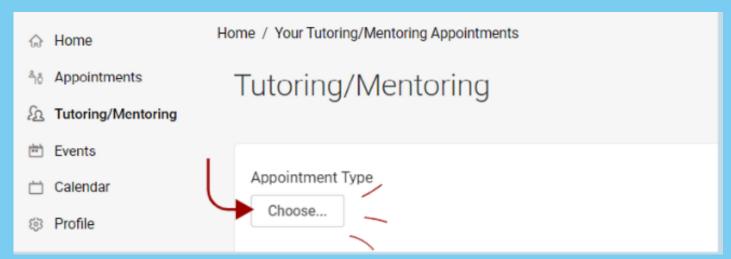




STEP 5:

UNDER APPOINTMENT TYPE, SELECT "CHOOSE."





STEP 6:

SELECT WRITING CENTER.



Choose	DONE
Academic Mentoring	D
Eagle Scholars	>
Health Science First-Gen College Student Mentoring	>
Online Foreign Language Lab	>
School of Nursing	>
Tutoring Services	>
Writing Center	>

DONE

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		D
Graduate Students		D
Honors Thesis Students		D
 Undergraduate Students 		D
BACK		DONE

STEP 8:

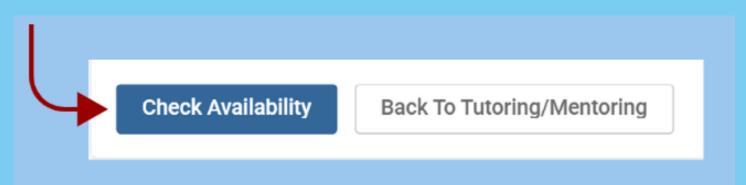
SIF YOU SELECTED "EDUCATION LICENSURE EXAM STUDENTS," YOU WILL CHOOSE THE EXAM YOU ARE PREPARING FOR ON THIS SCREEN..



STEP 9:

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

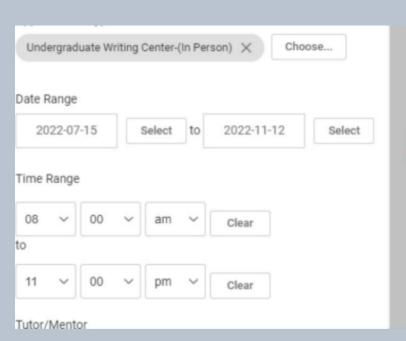




STEP 10:

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



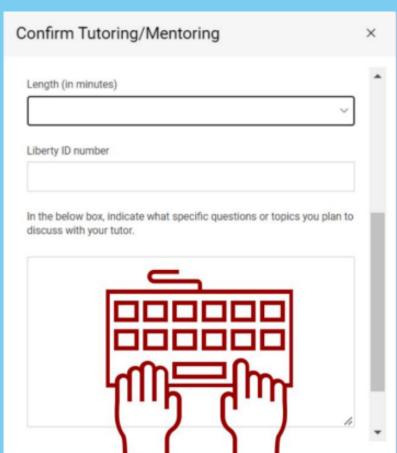


Kelly Marie Lewis (De 45 mins (1 of 1 slots		9:00 am
Pei Jung Chuang (Del 45 mins (1 of T slot)	, ·	
Kelly Marie Lewis (De 45 mins (1 of 1 slots		11:00 am
Pei Jung Chuang 5		
Kelly Marie Lewis (De 45 mins (1 of 1 slots	,	12:00 pm
Kelly Marie Lewis (De		1:00 pm

STEP 11:

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





SUCCESS! YOUR APPOINTMENT HAS BEEN MADE!

