SCHEDULING A MENTORING APPOINTMENT
IN COMPASS

STEP 1:

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

Schedule Appointment

STEP 2:

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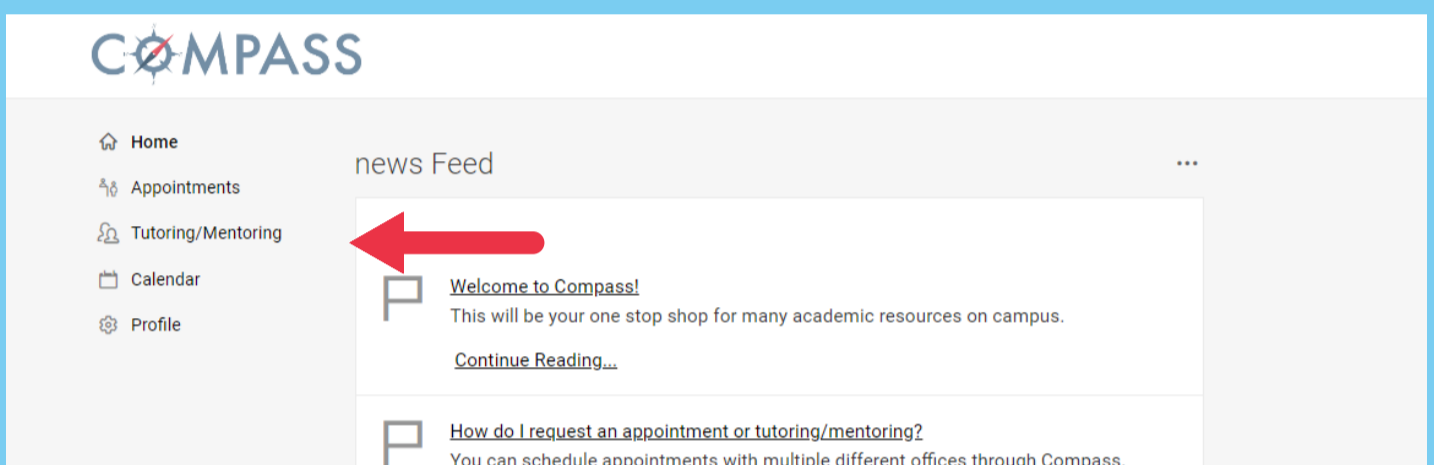
LIBERTY UNIVERSITY

Sign in

sparky@liberty.edu

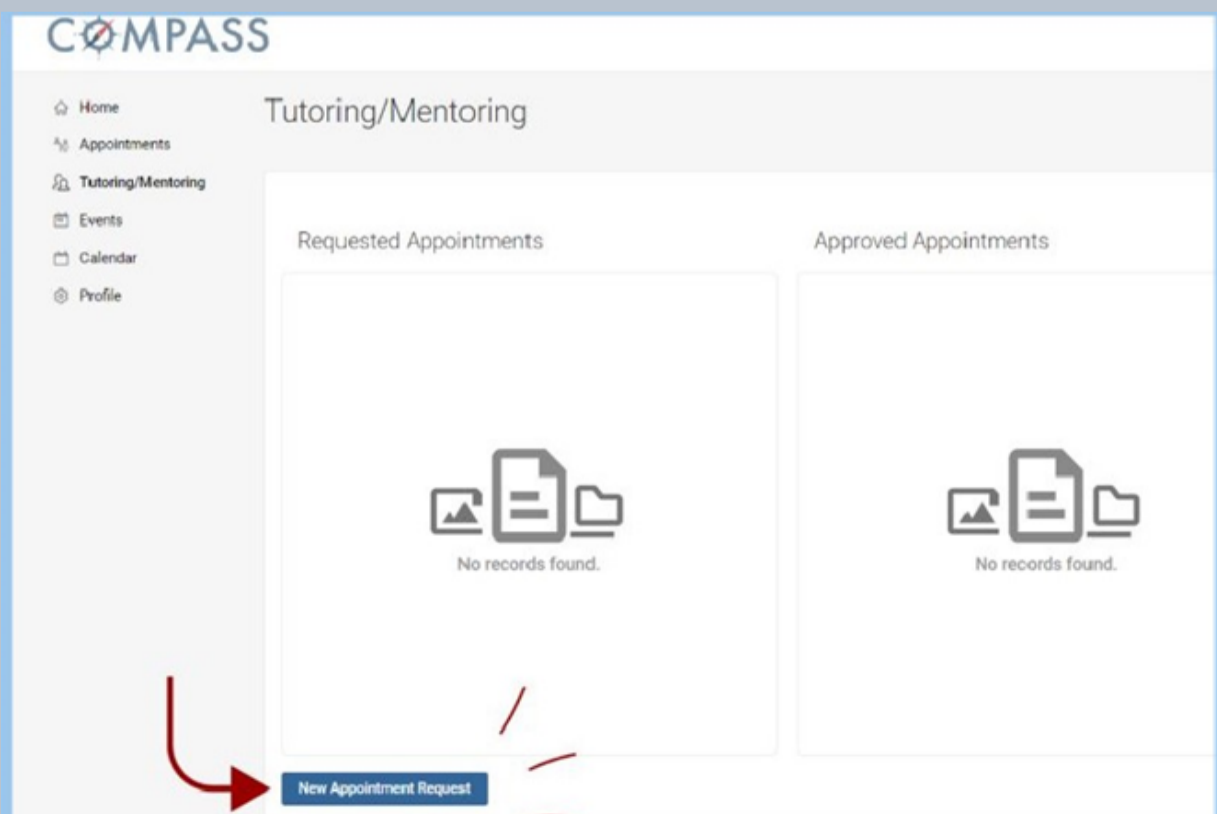Can't access your account?

Back   Next

STEP 3:

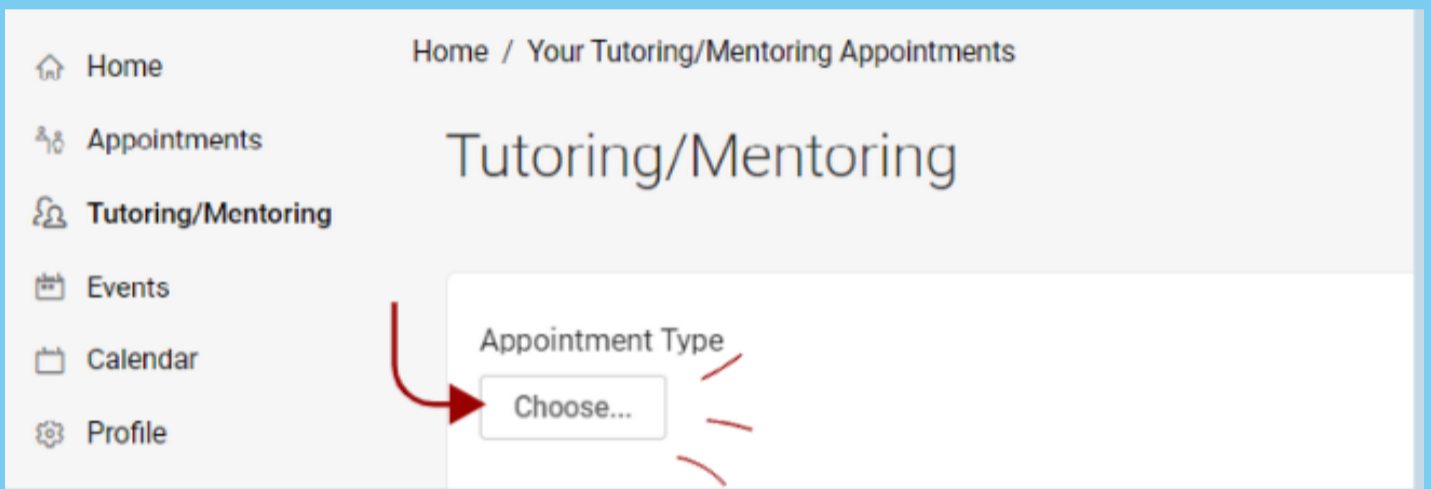## ON THE COMPASS HOMEPAGE, CLICK ON THE "TUTORING/MENTORING" LINK ON THE NAVIGATION SIDEBAR.

STEP 4:

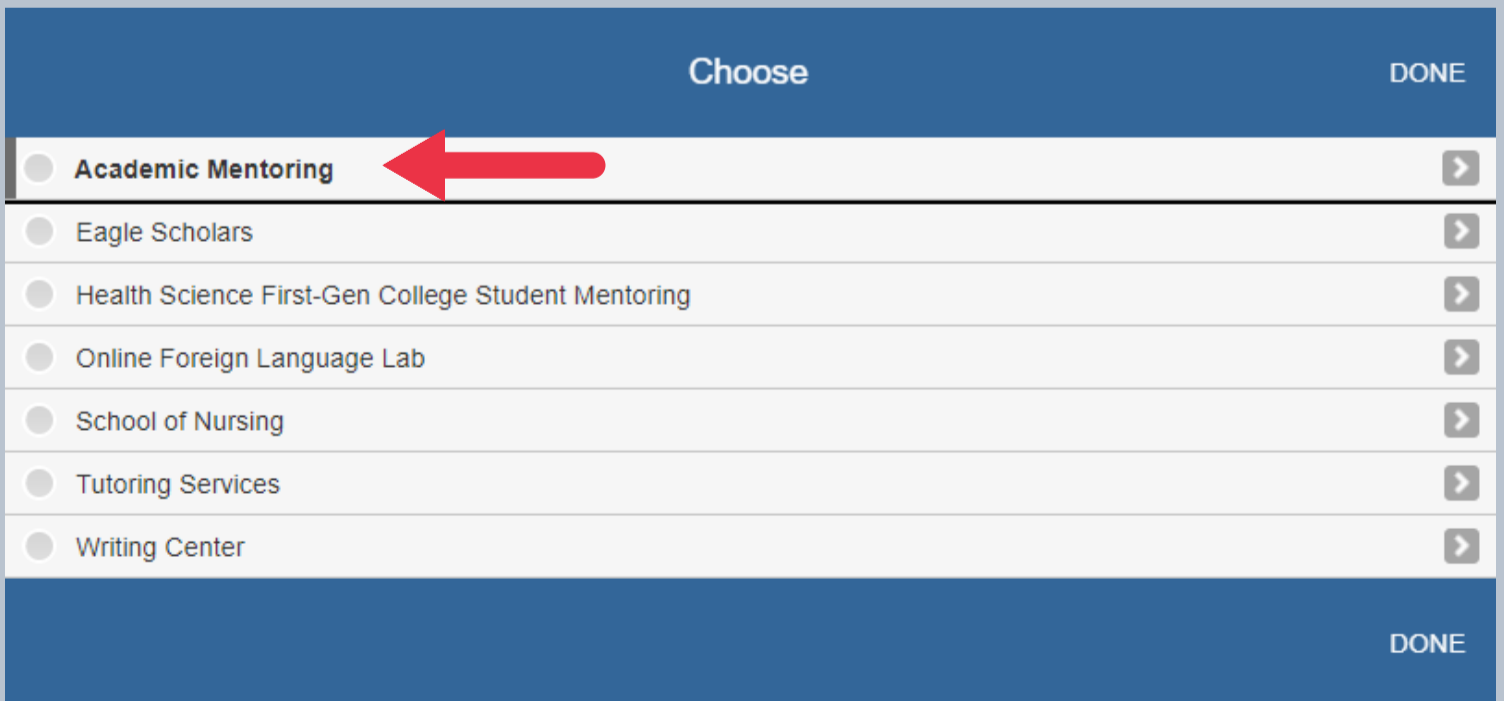## TO REQUEST AN APPOINTMENT, SELECT "NEW APPOINTMENT REQUEST."

STEP 5:

UNDER APPOINTMENT TYPE, SELECT "CHOOSE."

⌂ Home	Home / Your Tutoring/Mentoring Appointments
⚥ Appointments	**Tutoring/Mentoring**
𝕴 **Tutoring/Mentoring**	
📅 Events	Appointment Type
🗓 Calendar	Choose...
⚙ Profile	

STEP 6:

SELECT ACADEMIC MENTORING.

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

STEP 7:

CHOOSE IF YOU WOULD LIKE TO MEET WITH A FACULTY OR PEER MENTOR.

BACK	Choose	DONE
⚪ **Faculty Mentoring**		▶
⚪ Peer Mentoring		▶
BACK		DONE

STEP 8:

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

Check Availability   Back To Tutoring/Mentoring

STEP 9:

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

Appointment Type		Monday, Jun 5, 2023	
Academic Mentoring/Peer Mentoring/...		Samuel Paul Deel (DeMoss 1100:) 30 mins (1 of 1 slots available)	9:15 am
Date Range		Samuel Paul Deel (DeMoss 1100:) 30 mins (1 of 1 slots available)	10:00 am
2023-05-31 to 2023-09-28		Tuesday, Jun 6, 2023	
Time Range		Samuel Paul Deel (DeMoss 1100:) 30 mins (1 of 1 slots available)	10:45 am
08 00 am to		Wednesday, Jun 7, 2023	
11 00 pm		Samuel Paul Deel (DeMoss 1100:) 30 mins (1 of 1 slots available)	10:45 am
Tutor/Mentor		Samuel Paul Deel (DeMoss 1100:) 30 mins (1 of 1 slots available)	11:30 am
+ − search here		Monday, Jun 12, 2023	
Samuel Paul Deel		Samuel Paul Deel (DeMoss 1100:) 30 mins (1 of 1 slots available)	9:15 am
1 of 8 selected [show selected] [show all]		Samuel Paul Deel (DeMoss 1100:) 30 mins (1 of 1 slots available)	10:00 am
Length		Tuesday, Jun 13, 2023	
		Samuel Paul Deel (DeMoss 1100:) 30 mins (1 of 1 slots available)	10:45 am
Location:			

STEP 10:

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!

VIRTUAL APPOINTMENT REQUEST

WE ARE ABLE TO ACCOMMODATE VIRTUAL APPOINTMENTS ON A CASE-BY-CASE BASIS. IF YOU ARE IN NEED OF A VIRTUAL MENTORING APPOINTMENT, PLEASE EMAIL ASC@LIBERTY.EDU FOR MORE INFORMATION ON SETTING UP A VIRTUAL APPOINTMENT.