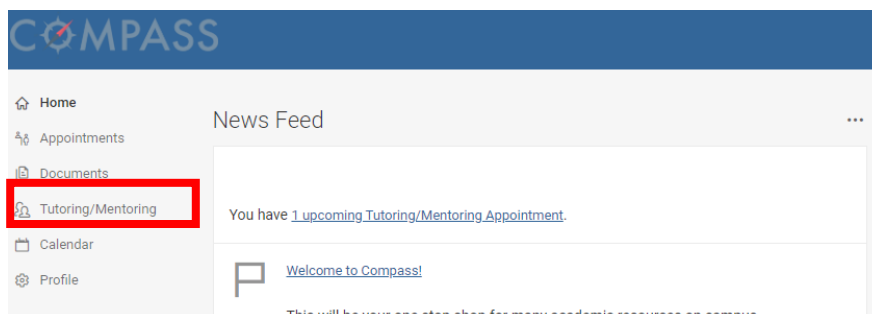


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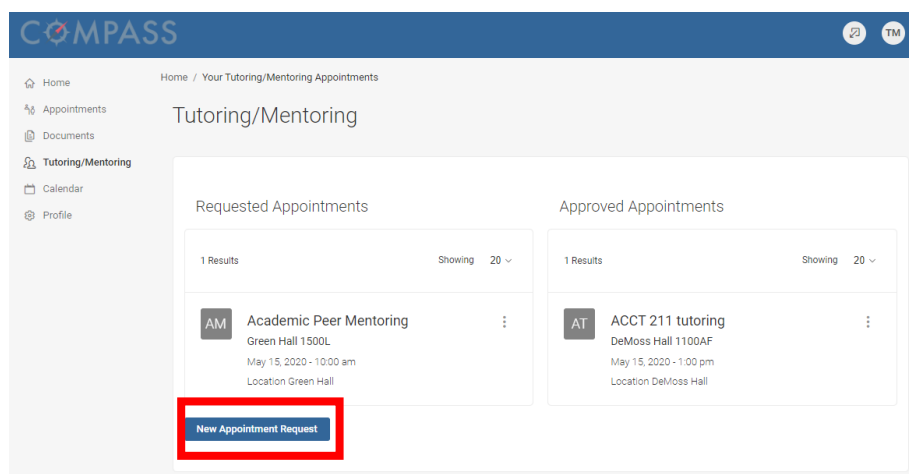
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Accessing Compass & Making a School of Nursing Appointment

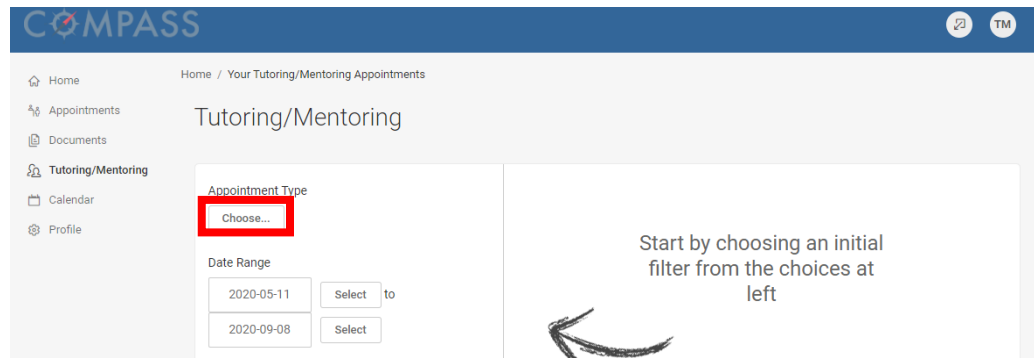
1. Click on the blue Request Appointment button on our [website](#).
2. Use your Liberty University username and password to log in to Compass.
3. On the Compass homepage, click on the “Tutoring/Mentoring” link in the navigation sidebar.



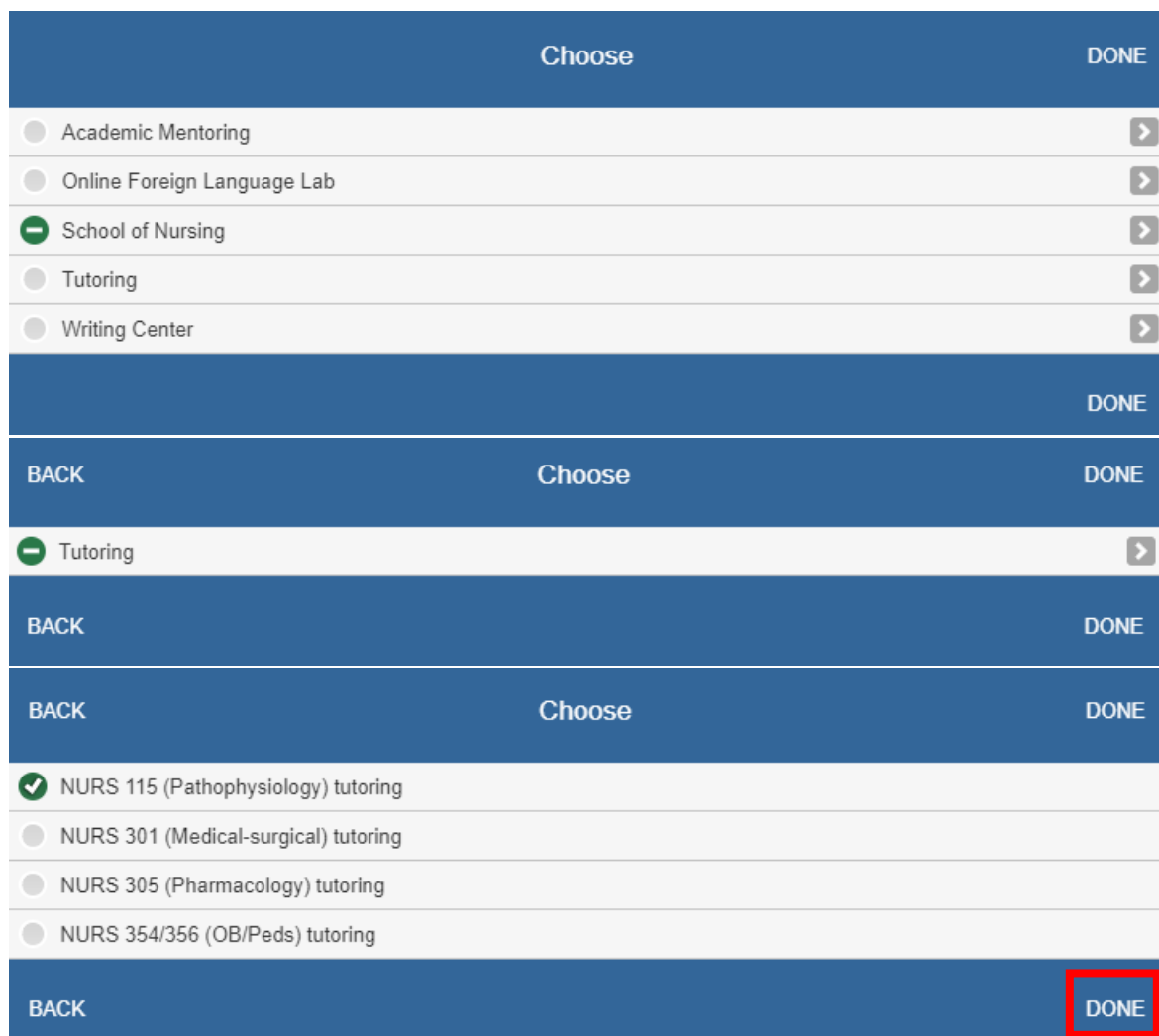
4. To request a new appointment, click the blue New Appointment Request button.



5. Under Appointment Type, click Choose.



6. Select School of Nursing > Tutoring > Your Class. Click Done.



7. For best results, bypass the date, time, location, and other filters and click Check Availability.

This screenshot shows a sidebar menu with three days listed: Thu, Fri, and Sat, each with an unchecked checkbox. Below the days is a button labeled 'Check Availability', which is highlighted with a red rectangular box. Below this button is another button labeled 'Back To Tutoring/Mentoring'.

8. After you have found the date/time slot that works best for your schedule, click on the tutor's name.

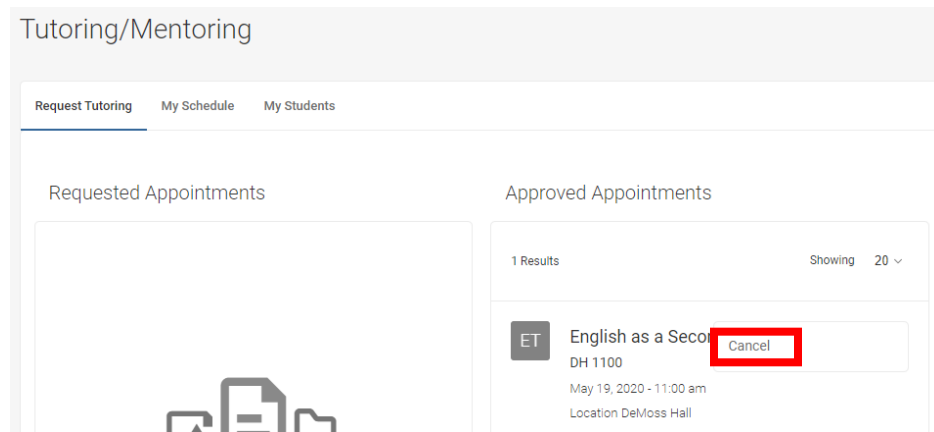
This screenshot shows the appointment selection interface. On the left, there are filters for 'Appointment Type' (set to 'CHEM 121 tutoring'), 'Date Range' (from 2020-05-18 to 2020-09-15), and 'Time Range' (from 08:00 am to 11:00 pm). On the right, under the heading 'Tuesday, May 19, 2020', a list of available slots is shown. Each slot includes the tutor's name 'Luanne Astudent (DeMoss Hall-DH 1100)', the duration '30, 60 mins (1 of 1 slots available)', and the time. The slot for 8:30 am is highlighted with a red rectangular box.

9. You will see a Confirm Tutoring/Mentoring window pop up. Fill out the information requested and click Submit Request.

This screenshot shows the 'Confirm Tutoring/Mentoring' window. It has a title bar with a close button (X). Inside, there is a 'Length (in minutes)' dropdown menu. Below that is a text area with the instruction: 'In the below note box, please indicate what you would like to discuss with your tutor in this appointment.' At the bottom of the window, the 'Submit Request' button is highlighted with a red rectangular box.

Cancelling your School of Nursing Appointment

1. On the Tutoring/Mentoring page, click on the 3 dots in the right of the appointment card on the appointment you wish to cancel. Choose “Cancel” in the menu options.



2. In the Cancel Appointment window, choose the reason you are cancelling your appointment (and describe it if necessary). Hit the blue Cancel Appointment button to confirm.

The 'Cancel Appointment' modal window contains the following elements:

- A close button (X) in the top right corner.
- A note: '* indicates a required field'.
- A dropdown menu labeled 'Choose a reason for cancellation *'.
- A text area labeled 'Please describe'.
- A 'Check Spelling' button below the text area.
- A large blue button labeled 'Cancel Appointment' at the bottom, which is highlighted with a red box.