

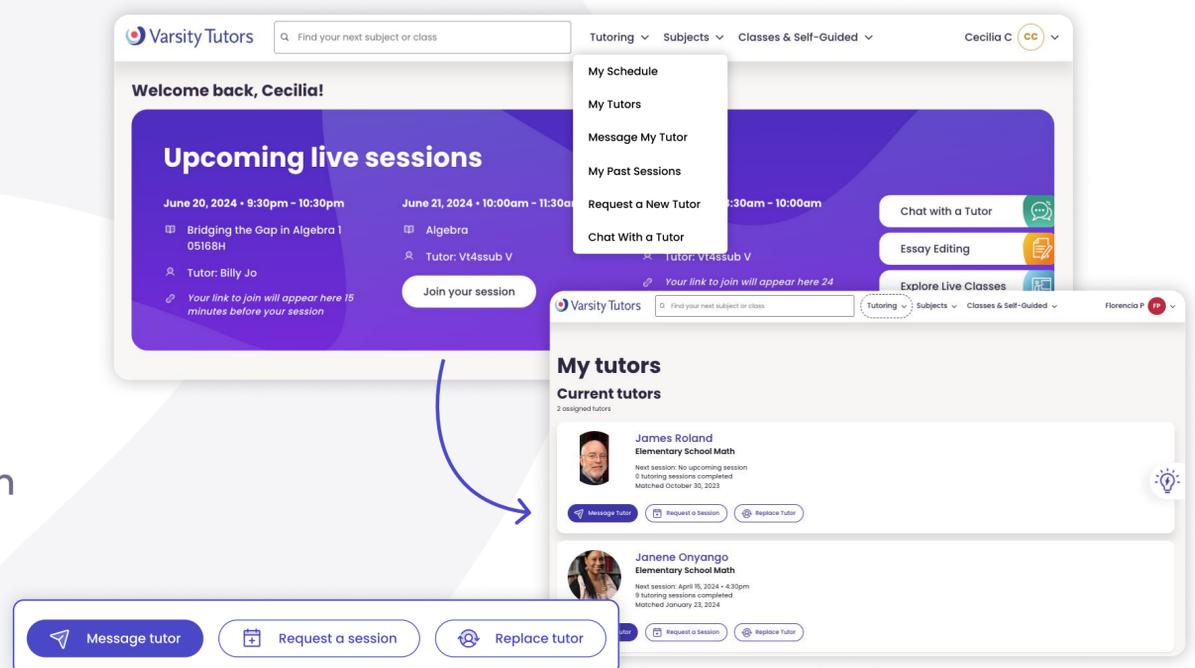
How To Guide: Change a Scheduled Tutoring Session

Option 1: Message your tutor

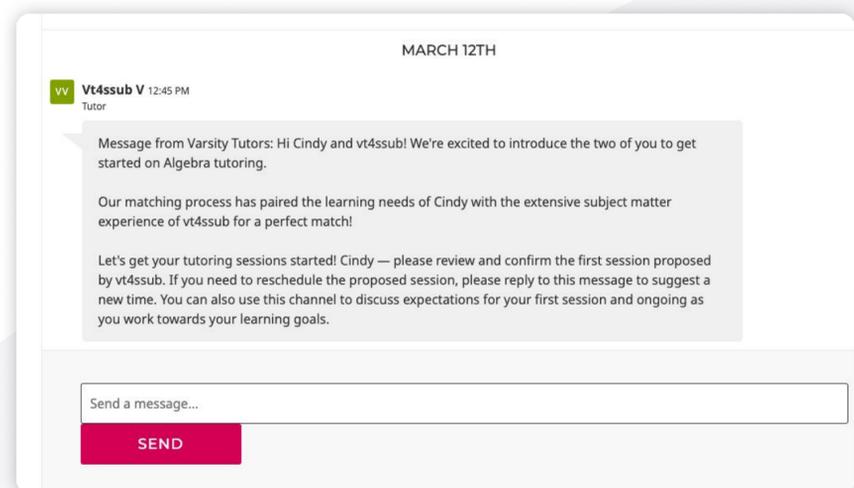
- The best way to reschedule or cancel a tutoring session is to reach out to your tutor
- Please give your tutor a minimum of 24 hours notice

STEP 1: CONTACT YOUR TUTOR

1. Click on **Tutoring** in the navigation bar
2. Click on **My Tutors**
3. Select the tutor who leads the session you'd like to change and click on **(Message tutor)**



STEP 4: TYPE YOUR MESSAGE IN THE TEXT BOX AND CLICK SEND

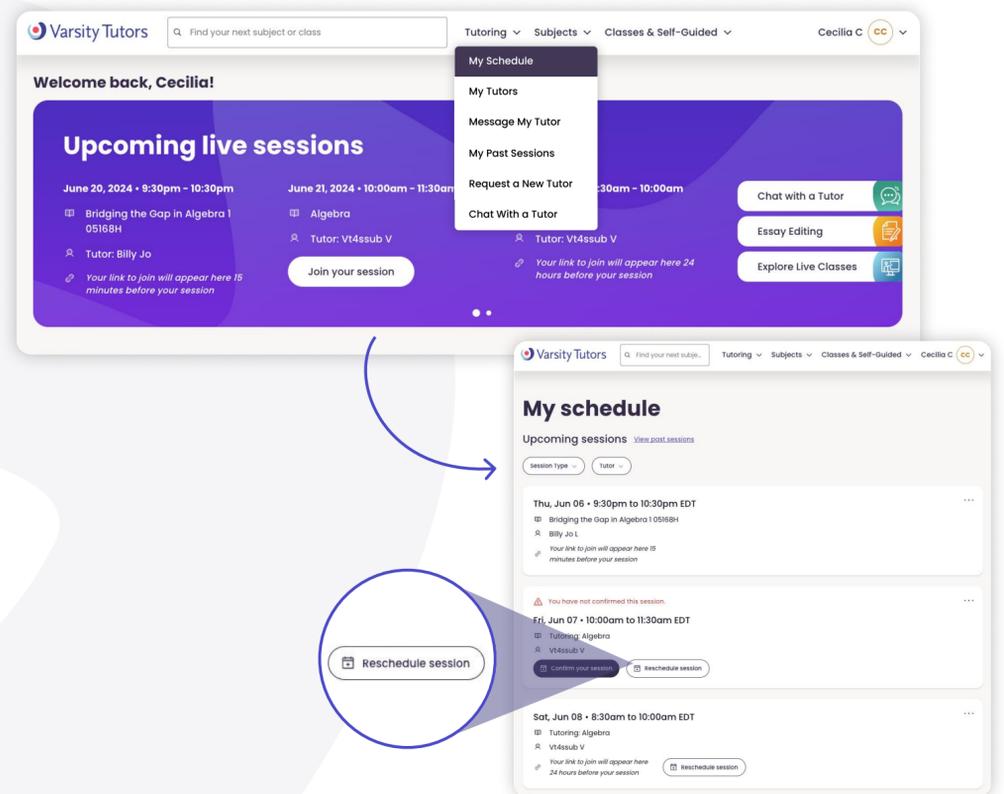


How To Guide: Change a Schedule Tutoring Session

Option 2: Reschedule

STEP 1: FINDING YOUR SESSION

1. Click on **Tutoring** in the navigation bar
2. Click on **My Schedule**
3. Find the session you'd like to change
4. Click on **(Reschedule session)**



STEP 5: EDIT THE SESSION

1. Choose the session length and date
2. Click **(Next)**
3. Review details and click **Schedule Session**

