

1). Go to sunyorange.edu/css

2). Click on Working With A Tutor on the left



3) Log in with your SUNY Orange email and password

Then, under **Where do I go to book** a tutoring session?, click on **Orange Connect**







4) On Your My Success Network page, click on Center for Student Success

| John Maniscalco Pathway Coach |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Your Services |
| SURF CHARGE LIGHT LIGHT |
| Center for Student Success The Center for Student Success offers online and in person tutoring and other support for all SUNY Orange students. With a center in Middletown and Newburgh, we provide welcoming spaces where students can succeed in becoming more confident and independent learners. |
| SCHEDULE CALL |

5). Select a tutor from the list (Please make sure to look at the subjects they tutor when selecting)



Then, **click the three dots** to the right of their name and click on **Schedule**







6) Select a reason for your session

| t Schedule Appointment | |
|--------------------------------------------------------------|----------------------------------|
| John Maniscalco Pathway Coach & Tutor: Biology, Chemistry | |
| What do you need help with? | |
| Tutoring | ~ |
| Tutoring - Biology | O Tutoring - Business/Accounting |
| O Tutoring - Chemistry | O Tutoring - Computer Science |
| O Tutoring - Criminal Justice | 🔿 Tutoring - English |
| O Tutoring - Math | O Tutoring - Nursing |
| CANCEL | CONTINUE |
| Click on continue (| at the bottom of the page |

7) Select the day and time that best fits your schedule

| t Schedule Appointment | | | | | | | | | |
|----------------------------------------------------------------------------------------|-------|----------|---------------|------|------|--------|-------------------------------|-------------|---|
| John Maniscalco Pathway Coach | | | | | | | | | |
| What day and time works for you? | | | | | | | | 1 | |
| The appointment times you see do not overlap with your already scheduled appointments. | | | | | | | | | |
| 08-12 | -2022 | | \rightarrow | | 08-2 | 2-2022 | Filter: All session types * | | ł |
| 6 | | Auc | ust : | 2022 | | _ | Monday, August 15 | 1 available | |
| | Ma | Aug | Just | ZUZZ | | ~ | 2:00 pm - 3:00 pm | 60m | |
| 30 | 1 | 2 | 3 | 4 | 5 | 6 | Multiple appointment location | s | |
| 7 | 8 | 9 | | 11 | 12 | 13 | | | |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 | | | |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 | | | 1 |
| 28 | 29 | 30 | 31 | | | | | | |
| BACK | | | | | | | | CONTINUE | E |
| lick | 0 | <u> </u> | <u>.</u> 01 | nti | nu | e at | he bottom of t | | |





8) **Choose a location** for your session and please **enter a note** for your tutor on why you're coming in and the course you need help with

| t Schedule Appointment | | | | | | | | | |
|------------------------|------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------|------|--|--|--|--|--|--|
| | John Maniscalco Pathway Coach & Tutor: Biology, Chemistry, Student Success | | | | | | | | |
| | Does this look correct? | | | | | | | | |
| | Date and Time Wednesday, August 17 12:00 pm – 1:00 pm Location - Choose a location | Reason for Visit Tutoring - Biology <u>Change</u> If you want, tell us a little bit about what's going on so we can help | | | | | | | |
| BACK | | CON | FIRM | | | | | | |
| | | 1 | | | | | | | |

Click on confirm at the bottom of the page

9) Check your email for your session confirmation

Center for Student Success studentsuccess@sunyorange.edu

Middletown Newburgh Library, 2nd Floor Kaplan 220 (845) 341-4171 (845) 341-9504

