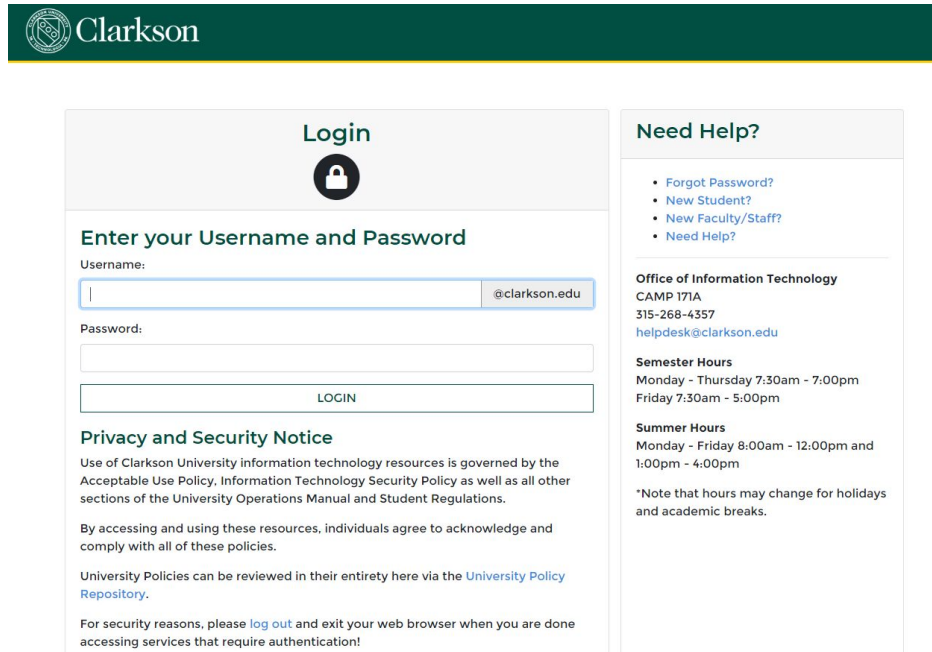


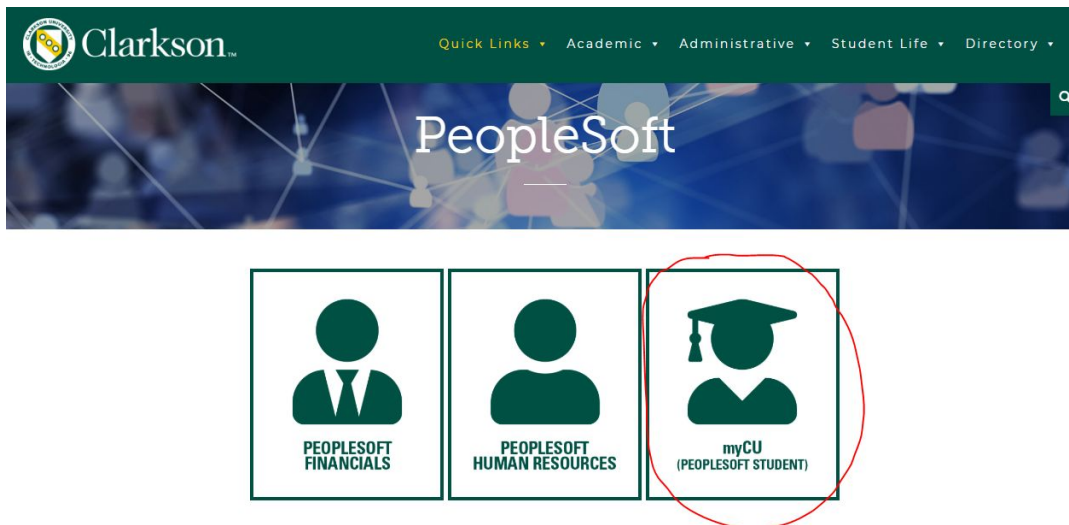
Instructions for Tutoring Request on myCU:

Step 1: Search “internal.clarkson.edu/peoplesoft.php”, then enter your student username and password to login.

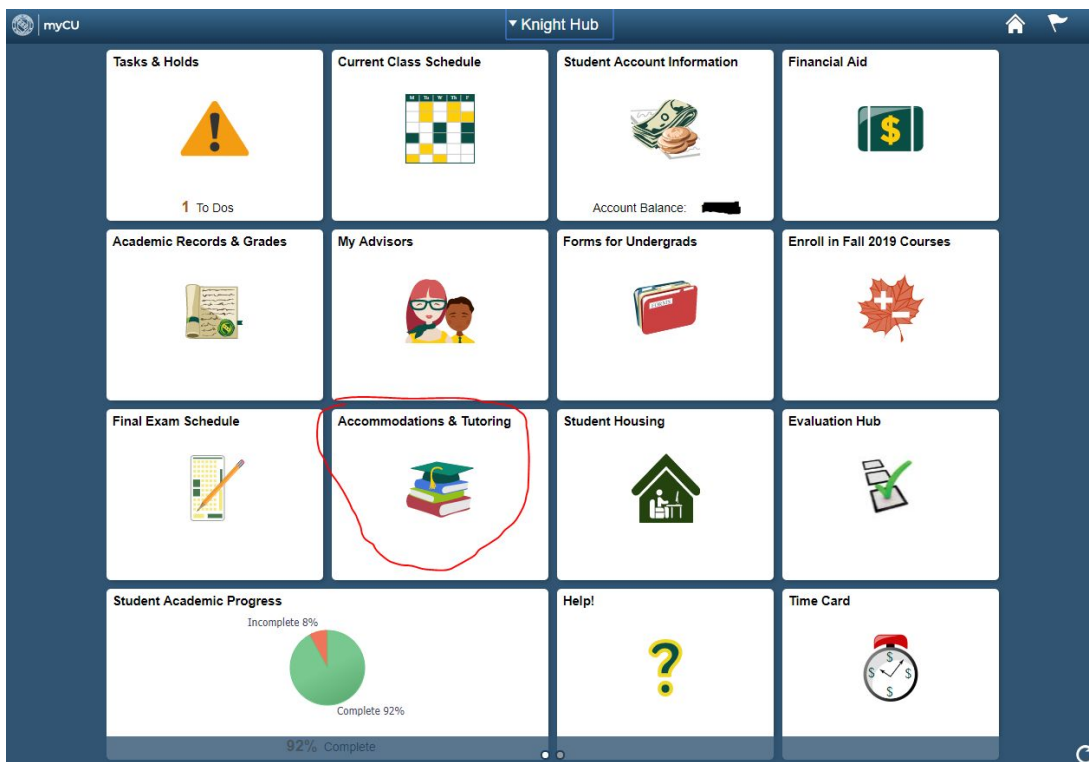


The screenshot shows the Clarkson University login interface. At the top left is the Clarkson logo. The main heading is "Login" with a lock icon. Below it, the text "Enter your Username and Password" is displayed. There are two input fields: "Username:" with a dropdown menu showing "@clarkson.edu" and "Password:". A "LOGIN" button is positioned below the password field. To the right of the login form is a "Need Help?" section with links for "Forgot Password?", "New Student?", "New Faculty/Staff?", and "Need Help?". Below these links, contact information for the Office of Information Technology is provided, including the address (CAMP 171A, 315-268-4357), email (helpdesk@clarkson.edu), and semester/summer hours. A "Privacy and Security Notice" is also present, explaining the use of information technology resources and providing links to the University Policy Repository.

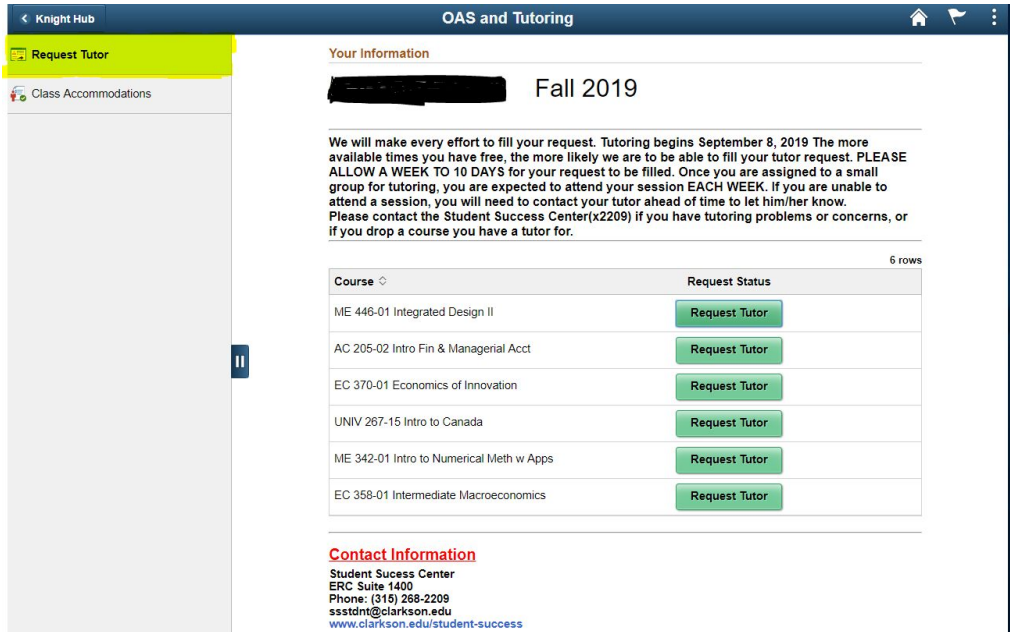
Step 2: Select “myCU (PeopleSoft Student)” circled in red.



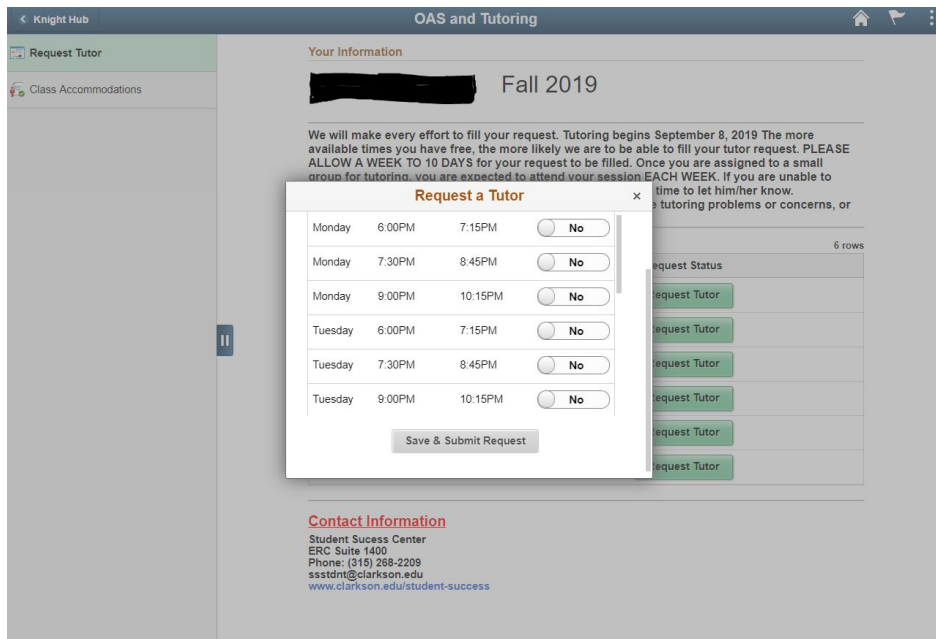
Step 3: Select “Accommodations & Tutoring” circled in red.



Step 4: Select the “Request Tutor” on the sidebar in the far left column highlighted below:
{Select the following class you would like to be tutored in.}



Step 5: Select the following time slots that you are available for tutoring. After selecting your availability, press “Save & Submit Request”. You **WILL NOT BE ABLE TO GAIN ACCESS AFTER SUBMISSION**, so be sure to select according before submitting your request.



***Note:** Tutoring will be held via Zoom, and scheduling will be coordinated by the tutor with the students.

Step 6: You should then see a “Request Pending”, where you must then wait for a tutor to be appointed to you by email. This may take time depending upon the selected times you have requested and the availability of tutors for that particular subject.

The screenshot shows the Knight Hub OAS and Tutoring interface. The left sidebar contains 'Request Tutor' and 'Class Accommodations'. The main content area is titled 'Your Information' and shows a student's name (redacted) and the semester 'Fall 2019'. A paragraph of text explains the request process, stating that tutoring begins on September 8, 2019, and that requests should be filled within a week to 10 days. Below this is a table with 6 rows showing course information and request status.

Course	Request Status
ME 446-01 Integrated Design II	Request Tutor
AC 205-02 Intro Fin & Managerial Acct	Request Tutor
EC 370-01 Economics of Innovation	Request Pending
UNIV 267-15 Intro to Canada	Request Tutor
ME 342-01 Intro to Numerical Meth w Apps	Request Tutor
EC 358-01 Intermediate Macroeconomics	Request Tutor

Contact Information
Student Success Center
ERC Suite 1400
Phone: (315) 268-2209
ssstdint@clarkson.edu
www.clarkson.edu/student-success

Step 7*: If you need tutoring in various subjects, just repeat steps 4-6. (optional)