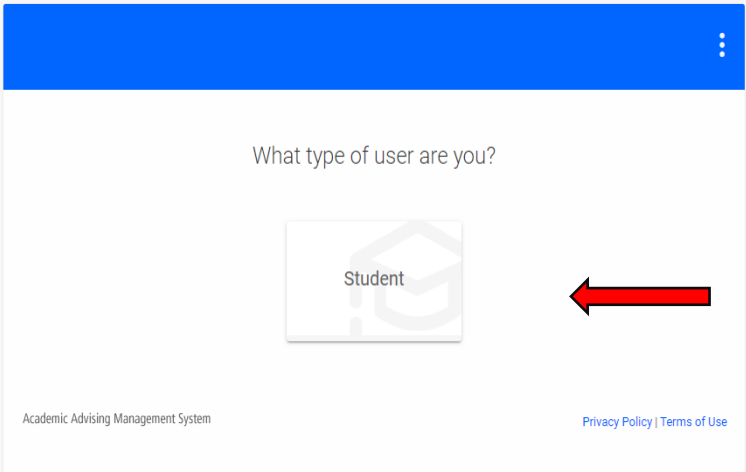


## How to Schedule Tutoring Appointments On Insight

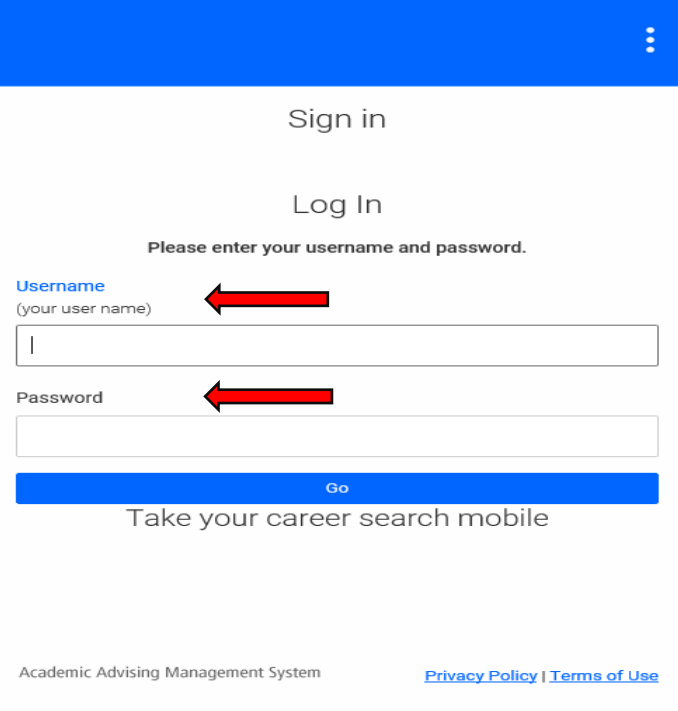
**\*Graduate program classes only. For Accelerated Sciences, please contact UndergraduateStudies@scuhs.edu**

1. Go to this link: <https://scuhs-insight.symplicity.com/>
2. Click "Student"



The screenshot shows a user selection interface. At the top, there is a blue header bar with a three-dot menu icon. Below the header, the text "What type of user are you?" is centered. Underneath, there is a button labeled "Student" with a red arrow pointing to it from the right. At the bottom left, it says "Academic Advising Management System" and at the bottom right, there are links for "Privacy Policy" and "Terms of Use".

3. Enter your MySCU Log In Credentials



The screenshot shows a login screen. At the top, there is a blue header bar with a three-dot menu icon. Below the header, the text "Sign in" is centered. Underneath, the text "Log In" is centered. Below that, the text "Please enter your username and password." is centered. There are two input fields: "Username (your user name)" and "Password". Red arrows point to the right side of each input field. Below the input fields, there is a blue button labeled "Go". At the bottom, there is a link "Take your career search mobile". At the bottom left, it says "Academic Advising Management System" and at the bottom right, there are links for "Privacy Policy" and "Terms of Use".

4. On left side menu bar, click “Tutoring”


The screenshot shows the top navigation bar with the 'insight' logo and a user profile icon. The left sidebar menu includes: Home, Appointment, Documents, Resources, Tutoring (highlighted with a red arrow), Surveys, Calendar, and Profile. The main content area is titled 'News Feed' and displays a notification: 'You have 1 upcoming Tutoring Appointment.' On the right, there is a 'Chat with an Advisor' button and a 'Getting Started' section with links for Account Created, Personal Profile, Privacy Settings, Academic Profile, and Document.

5. Scroll to bottom of page, click “New Tutoring Request”

The screenshot shows the 'Tutoring' page with the breadcrumb 'Home / Tutoring Booking'. The left sidebar menu is the same as in the previous screenshot, with 'Tutoring' selected. The main content area is titled 'Tutoring' and contains a section for 'Requested Appointments' which is currently empty, displaying a message 'No records found.' with an icon of a document and a folder. At the bottom of the page, a blue button labeled 'New Tutoring Request' is highlighted with a red arrow.

6. Click "Subject" and select the program and term you are currently in

## Tutoring

Subject  
Choose... 


Date Range  
2020-03-13 Select to 2020-03-27  
Select

Time Range  
07 00 am Clear  
to  
10 00 pm Clear

Tutor(s)  
+ - search here  
    
0 of 11 selected [show selected](#) [show all](#)

Length  
▼

Days of the Week  
 Sun  Mon  Tue  Wed   
Thu  Fri  Sat

Start by choosing an initial filter from the choices at left  


7. Continue to fill out the requested information: Date range, time range, tutor(s), Length and days of week.

## Tutoring

Subject

Date Range  
  to

Time Range  
     
to

Tutor(s)  
    
    
0 of 11 selected [[show selected](#)] [[show all](#)]

Length

Days of the Week  
 Sun  Mon  Tue  Wed   
Thu  Fri  Sat

Start by choosing an initial filter from the choices at left

8. Click "Check Availability"

## Tutoring

Subject

Date Range  
  to

Time Range  
     
to

Tutor(s)  
    
    
0 of 11 selected [\[ show selected \]](#) [\[ show all \]](#)

Length

Days of the Week  
 Sun  Mon  Tue  Wed   
Thu  Fri  Sat

Start by choosing an initial filter from the choices at left

