1. Click on the StanTutor ink on the Learning Commons webpage: www.csustan.edu/learning-commons/stantutor

StanTutor login page: stantutor.csustan.edu

Or go to your Stan State student portable and select StanTutor

2. The following screen will show up. Log in using your Stan State credentials.

3. Once you have logged in, the screen should look like this.
4. Go to the left side “Student Options” menu and select **Search Availability...**

5. This is the screen that should appear.

6. Under the Center drop down menu, select the center you are looking for tutoring.
   
   - **Tutoring Center:** Undergraduate content tutoring
   - **Commons Connection:** STEM content tutoring
   - **Writing Center:** Graduate and undergraduate writing support
   - **CEGE:** Faculty Coach graduate level writing support
   - **Asynchronous:** Graduate level asynchronous writing support
7. Select the Center you want tutoring from and additional fields will appear.

![Select a Center](image)

**Select a Center**

**Select a Course** (currently enrolled courses will appear)

Appointments can only be booked 24 hours in advanced & 3 weeks in the future.

**Select desired hours** (hours can vary per Center)

**Select desired day** (days can vary per Center)

*Note: After selecting the course you want tutoring for, we recommend leaving the rest of the search criteria as default. This way you can see ALL availability.*

8. Search and ALL available tutors and their open appointments for the next 3-weeks.

![Search and Available Time Slots](image)

9. Find the appointment that works best for your schedule and click on it.
10. A popup window will appear to complete the booking process.

**Tutoring Center / Commons Connection**

**Default:** one-time appointment and confirm from the drop-down menu

To create a **weekly recurring appointment**, check the **Weekly box** and confirm from the drop-down menu. You can see you booked this appointment now for the remainder of the semester.
**Default:** Writing Center appointments are defaulted to weekly recurring appointments.

Uncheck the weekly box to book a **one-time appointment** below.

**CEGE Appointments can only be booked as ONE-TIME appointments.**

Note* the weekly drop down is available but the appointment can only be one-time

**Asynchronous Review:** Only select “Asynchronous Review” if you are a graduate student wanting to book an Asynchronous review. To learn more about this service, please click here.

Click “Save.”

You should get a confirmation email with the details of the appointment you scheduled.