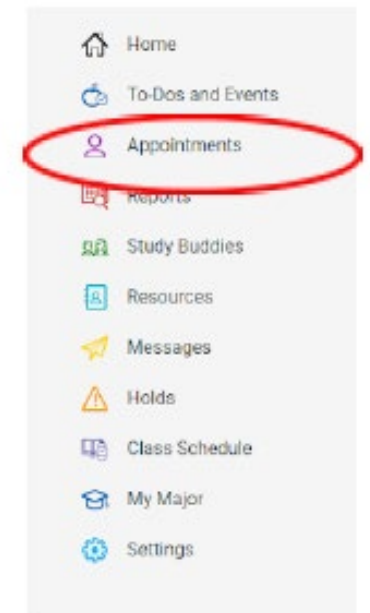


Navigate Student Portal App: How to Schedule Tutoring with the Undergraduate Tutorial Program

1. Log into your [Hofstra Portal](#)
2. Scroll down and click on the “[NAVIGATE](#)” icon (if prompted, log in with your Hofstra username & password)
3. On the menu, select “[Appointments](#)” and then click “[Make an Appointment](#)”
4. Select the type of appointment ([Undergraduate Tutorial Program](#)), service ([Course-based tutoring](#)), and preferred date
5. Click “[Find Available Times](#)”
6. Select the [tutor & appointment](#) that works best for you
7. Review your selection and [leave comments](#) for your tutor about what you’d like to work on
8. Opt into email and text message reminders and click “[Schedule](#)”
9. You will [receive an email reminder](#) and your appointment will appear under upcoming events on your Navigate homepage



Navigate Student Mobile App: How to Schedule Tutoring with the Undergraduate Tutorial Program

1. Download the Navigate Student app on your mobile device using the QR Codes
2. Open the Navigate Student app and select Hofstra University for your school
3. You'll be taken to the Portal – log in with your Hofstra credentials
4. In the Navigate app, select “Appointments” and “Make an Appointment”
5. Select the type of appointment (Undergraduate Tutorial Program), service (Course-based tutoring), and preferred date
6. Click “Find Available Times”
7. Select the tutor & appointment that works best for you
8. Review your selection and leave comments for your tutor about what you'd like to work on
9. Opt into email and text message reminders and click “Schedule”
10. Your appointment will appear under upcoming events on your Navigate homepage



Navigate App: How to Cancel Tutoring Appointments

1. Log into [Navigate](#) on your mobile device or via the Portal
2. Click on “[Appointments](#)”
3. Under “[Upcoming Appointments](#),” select the appointment you wish to cancel
4. In “[Appointment Details](#)” click “[Cancel Appointment](#)”
5. Select a [reason](#) for your cancellation and [add comments](#)
6. Click the “[Cancel Appointment](#)” button
7. You and your tutor will [receive a cancellation email](#)

Please Note: Students who cancel with less than 24 hours’ notice will receive a “No Show” penalty. Three (3) “No Shows” on a student’s record will suspend their UTP tutoring privileges.

