| **Step 1:** | Click the following link: [https://sjsu.campus.eab.com](https://sjsu.campus.eab.com)  
Login with **SJSU Student ID** & password credentials |
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<td><strong>Step 2:</strong></td>
<td>Click on <strong>Appointments, Drop-ins, and Workshops &amp; Events</strong> on the right side of the screen</td>
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<td><strong>Step 3:</strong></td>
<td>Select <strong>Tutoring and Mentoring</strong> in the first drop down menu.</td>
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<td><strong>Step 4:</strong></td>
<td>In the second drop down menu, pick <strong>Course Based Tutoring</strong>. (under Peer Tutoring)</td>
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</table>
**Step 5:**
Select the date you would like to meet with a tutor and click **Find Available Time**.

**Step 6:**
The screen will show you all your available courses that include where they are located.

**Step 6:**
On the left, below the calendar, select the specific course you need tutoring in and the location. Scroll down to make your selections. You may also specify a specific tutor depending on availability.
Step 7: Select the **date** and **time** that best fits your schedule.

Step 8: Click **Schedule** to confirm your appointment.

The appointment is now on your Spartan Connect Calendar (accessible from the calendar icon in the left sidebar).