

3 Easy Steps to Using the Academic Support Center's Online Scheduler

This new schedule will allow you to make appointments with multiple tutors, to get reminders about appointments you have made, and more!

Step 1: Go to <http://rich75.com/mercyhsb/>

Step 2: Create a new account. Your email address will be the one that your appointment confirmation and reminder emails are sent to, so make sure it is an email address you check regularly. Choose a password that you will be able to remember!

Step 3:

After you have created your account, log back in, and you will see the week's schedule. It will look something like this:

Mon
Tues
Wed
Thur
Fri

Tutor Name

Time of Day

White Box: Appointment Available
Yellow Box: Your Appointment
Blue Box: Appointment Already Taken
Purple Box: Unavailable Time

Click on a *white* box on the day and time you want your appointment to start. A second, smaller window will open up.

You will be asked to enter:

The time you want your appointment to start AND end.

What class the assignment is for.

Who your instructor is.

What you would like to work on.

On the upper right corner, there is an option to schedule repeating appointments.

After you have clicked “save appointment” you will get a confirmation email about your appointment! If you need to schedule another appointment, change your appointment, or cancel your appointment, you can do all of those things by logging back in using your email address and password.