Making An Appointment At The Writing Center

1. Go to [www.lakeforest.edu](http://www.lakeforest.edu) and on the top right corner type in “writing center” but do not press search or enter.

2. A list of options will come up. Click on “schedule an appointment with the Writing Center”

3. **Type in your username and password.** This is the same username and password that you use to log in to your my.lakeforest.edu account. Click “sign in”.

4. You will see tab options on the left side. **Click on the “make an appointment” tab.**

5. **“Make an appointment” tab** will give you two options: calendar and schedule by tutors. Click on calendar.

6. The Writing Center calendar allows you to view what tutor is available in certain dates and times. **Boxes in green indicate availability** and **boxes in red indicate that slot has been already been taken.**
7. **Click on the green box to make an appointment.** A form will appear asking you for your instructor's (professor's) name, class, subject to be covered, and any additional information that you would like to share with the tutor.

*Special Note: The boxes may not be lined up with the time selected. Please check the times before scheduling an appointment.*

8. Click “schedule”. Hurray! You made an appointment! You will receive an automated confirmation email.