If you haven’t used our services before, you will be taken straight to our registration form through the portal button. Follow the directions, using your sonoma.edu email address. Optional: enter a cell phone number for text notifications regarding appointments.

Access the schedule through the portal button. Select Math Tutoring or Writing Tutoring from the drop-down menu at the top of the page. Click on a white space to make an appointment on a day and at a time that will work for you. Please fill out all the appointment information fields so that your tutor will know what you are working on.

Access the schedule through the portal button. Click on your appointment. Scroll to the bottom of the pop-up window and select "cancel appointment" at the bottom of the window. Confirm the cancellation in the new pop-up window. You will receive email confirmation of the cancellation as well.

Read the tutor profile at the top of the appointment window. This will help you select a tutor that meets your specific needs.

When registering for an account, check the notification boxes, so you will get email reminders about appointments, and more.

Please be prepared to screen share, or have your writing in a Google Doc that can be shared.