

Requesting tutoring through EAB

1. Go to <https://xavier.campus.eab.com/> and use your usual Xavier credentials to login.
2. Click on the blue button “Get Assistance” in the top right corner.



3. On the next screen, select you would like to schedule an Academic Support appointment and choose course tutoring. Select a date you are available for tutoring. Click the Find available time.

New Appointment

What can we help you find?

Below, you will find available options for scheduling an appointment. If you cannot find something that you are looking for, try the other appointment options to see available options for dropping in or requesting an appointment.

*What type of appointment would you like to schedule?
Academic Support x

*Service
Course Tutoring x

Pick a Date
Friday, August 12th 2022

[Find Available Time](#)

Other Options

- [Request Appointment Time](#)
- [Meet With Your Success Team](#)

4. Then indicate your location is Office of Academic Support, and pick a course. Do not pick a Staff Member. Click Next.

All Filters [Start Over](#)

What type of appointment would you like to schedule?
 Academic Support

Service
 Course Tutoring

Pick a Date
August 2022 < 12 >

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Office of Academic Support

Please select one of the courses below to see available times at this location.

- [Literature & Moral Imagination \(ENGL-205\)](#)
- [Social Psychology \(PSYC-261\)](#)
- [Psychological Disorders \(PSYC-277\)](#)
- [Human Physiology \(BIOL-410\)](#)

Don't see anything that works for you?

[Request Alternate Appointment Time](#)
There may be other locations that support Appointment Requests.

5. In the next screen, options for appointments will be available for you to see. If you see a date and time, you are available select it and it will bring you to the next screen.

New Appointment

All Filters [Start Over](#)

What type of appointment would you like to schedule?
 Academic Support

Service
 Course Tutoring

Pick a Date

August 2022 < 12 >

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Staff

Office of Academic Support

Mon, Aug 29th
1:00 - 2:00 PM 1:15 - 2:15 PM 1:30 - 2:30 PM 1:45 - 2:45 PM 2:00 - 3:00 PM

Tue, Aug 30th
3:30 - 4:30 PM 3:45 - 4:45 PM 4:00 - 5:00 PM 4:15 - 5:15 PM 4:30 - 5:30 PM 4:45 - 5:45 PM 5:00 - 6:00 PM

Wed, Aug 31st
5:00 - 6:00 PM

Thu, Sep 1st
3:30 - 4:30 PM 3:45 - 4:45 PM 4:00 - 5:00 PM 4:15 - 5:15 PM 4:30 - 5:30 PM 4:45 - 5:45 PM 5:00 - 6:00 PM

Fri, Sep 2nd
3:30 - 4:30 PM 3:45 - 4:45 PM 4:00 - 5:00 PM 4:15 - 5:15 PM 4:30 - 5:30 PM 4:45 - 5:45 PM 5:00 - 6:00 PM

Mon, Sep 5th
3:30 - 4:30 PM 3:45 - 4:45 PM 4:00 - 5:00 PM 4:15 - 5:15 PM 4:30 - 5:30 PM 4:45 - 5:45 PM 5:00 - 6:00 PM

- You can review the details of your selected date and time for your appointment. Select how you would like to meet. In the text box, indicate anything you would like your tutor to know ahead of time. Please also include a phone number and email address. Then click Confirm Appointment.

Review Appointment Details and Confirm

What type of appointment would you like to schedule?
Academic Support

Service
Course Tutoring

Date
08/29/2022

Time
1:00 PM - 2:00 PM

Location
Office of Academic Support

Course
Literature & Moral Imagination (ENGL-205)

*How would you like to meet?

You are seeing the meeting types available for this time slot.

Would you like to share anything else?

Email Reminder
Reminder will be sent to donohoea1@xavier.edu

All dates listed are in local time zone.

- Finally, you will see a screen with the confirmed appointment information. You and your tutor will receive an email with the appointment information. This email will include a Zoom link or a location to meet your tutor. Please plan to connect with your tutor via Zoom or in-person at the scheduled time.

Success! Your Appointment Has Been Created

Appointment Details

Who: ████████████████████

Why: THEO-327 Religion and Bioethics

When: Wed Jul 15, 2020 8:00am - 9:00am ET

Where: Office of Academic Support

What would you like to do now?

[Create Another Appointment](#)

[View My Calendar](#)

[Go Home](#)

8. If you were not able to find a time for your appointment, and clicked the “Request Appointment” button, you will be taken to this screen. Select course tutoring then click the find available time button.

Request Another Time

What can we help you find?

Below, you will find available options for requesting an appointment. If you cannot find something that you are looking for, try the other appointment options to see available options for scheduling or requesting an appointment.

*What type of appointment would you like to schedule?

*Service

[Find Available Time](#)

Other Options

[Schedule an Appointment](#)

[Meet With Your Success Team](#)

9. Select office of academic support as the location. Then select the course you are looking to request tutoring for.

Request Another Time

All Filters [Start Over](#)

What type of appointment would you like to schedule?

Service

Location

Course

1 Locations

Office of Academic Support

Please select one of the courses below before requesting a time at this location.

[Human Physiology \(BIOL-410\)](#)

[Human Physiology Lab \(BIOL-411\)](#)

[Principles of Physical Chem \(CHEM-220\)](#)

[Literature & Moral Imagination \(ENGL-205\)](#)

[Social Psychology \(PSYC-261\)](#)

[Psychological Disorders \(PSYC-277\)](#)

Don't see anything that works for you?

[Schedule an Appointment](#)

There may be other locations that support scheduling Appointments.

10. Once you have selected the course, hit request time.

Request Another Time

The screenshot shows the 'Request Another Time' interface. On the left, under 'All Filters', there are four filter sections: 'What type of appointment would you like to schedule?' with 'Academic Support' selected; 'Service' with 'Course Tutoring' selected; 'Location' with 'Office of Academic Support' selected; and 'Course' with 'Human Physiology (BIOL-410)' selected. A 'Start Over' link is visible. On the right, there are breadcrumb tags for 'Academic Support', 'Course Tutoring', 'Office of Academic Support', and 'Human Physiology'. Below this is a section titled '1 Locations' for 'Office of Academic Support' with a 'Request Time' button. A message says 'Don't see anything that works for you?' followed by a 'Schedule an Appointment' link and a note that there may be other locations.

11. You will come to the request another time screen. Please enter all availability you have; this will allow us maximum availability to get an appointment scheduled for you. Then confirm the request.

Request Another Time

The screenshot shows the 'Request Another Time' form with the following details: 'What type of appointment would you like to schedule?' is 'Academic Support'; 'Service' is 'Course Tutoring'; 'Location' is 'Office of Academic Support'; and 'Course' is 'Human Physiology (BIOL-410)'. Below this is a text area for availability with the prompt '*Add your availability' and an example: 'e.g. Mon, March 18, 2-3PM and Wed, March 20, 8-9AM'. A blue 'Request' button is at the bottom.

12. We will receive notification of your tutor request. We will schedule your tutoring appointment and you will receive an email via your Xavier email account about the appointment.

13. If you have any questions, please contact us at oas@xavier.edu or 513-745-3280.