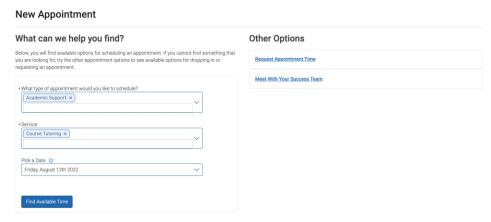
Requesting tutoring through EAB

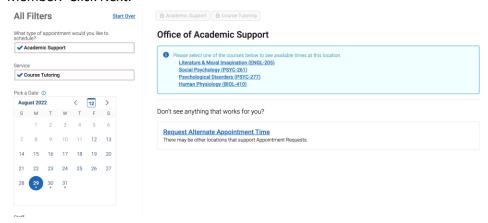
- 1. Go to https://xavier.campus.eab.com/ and use your usual Xavier credentials to login.
- 2. Click on the blue button "Get Assistance" in the top right corner.



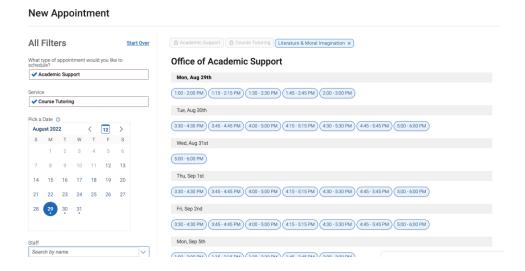
 On the next screen, select you would like to schedule an Academic Support appointment and choose course tutoring. Select a date you are available for tutoring. Click the Find available time.



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

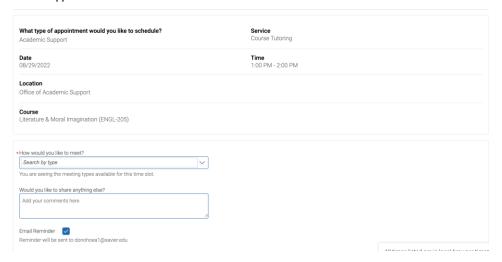


5. In the next screen, options for appointments will be available for you to see. If you see a date and time, you are available select it and it will bring you to the next screen.

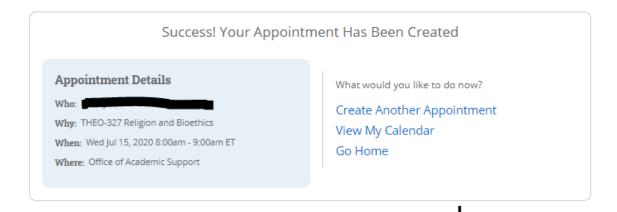


6. You can review the details of your selected date and time for your appointment. Select how you would like to meet. In the text box, indicate anything you would like your tutor to know ahead of time. Please also include a phone number and email address. Then click Confirm Appointment.

Review Appointment Details and Confirm



7. 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.



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.

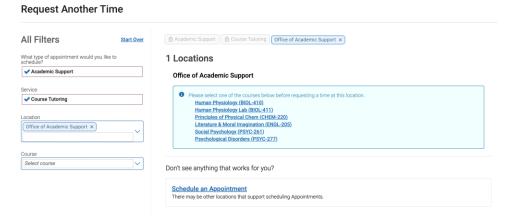
What can we help you find?

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.

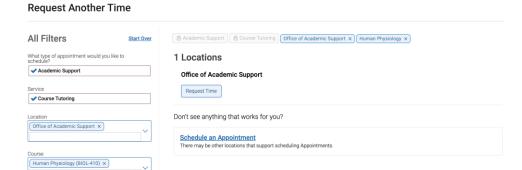
*What type of appointment would you like to schedule?

| Academic Support × |
| Service |
| Course Tutoring × |
| Find Available Time

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

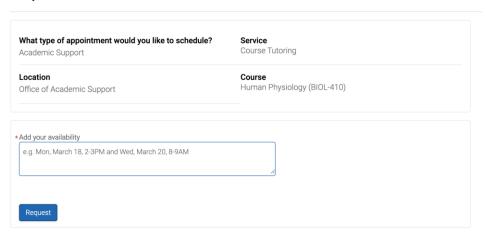


10. Once you have selected the course, hit request time.



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



- 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.