

Online Tutoring Guide – Call In & Appointments

- How to call-in

- Tutors are available during the times mentioned under “Online Tutoring” – “Call In”. You can call in whenever during that time and a tutor will be waiting to help you - unless they are already working with a student.

1. Log in to Zoom application or Zoom website, then select “Join”. Alternatively, press “Join Meeting”, no login is required.
2. After selecting Join, you will be prompted to enter a Meeting ID. This is where you will enter the PMI code **940 161 8701** (fill in your name where it says MaLL tutors)
3. You will be prompted to enter a password to join the meeting, it's; **Kuf8Nr**
4. You'll be placed in a waiting room until the tutor invites you in. If they are already helping someone, you will be either messaged or put in a breakout room.

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- Making Appointments

- Appointments are available for students that are unable to make the call-in or want to reserve a tutor for significant time. Tutors will only be responsible for that student for the given time scheduled.

1. Appointments can be made via the Amelia Booking software. Select the day and time you're interested in on the calendar and press continue.

- a. Availability is based off of tutor availability. Tutors are not formally scheduled for this time and will be asked if they want to take the appointment/hours before confirmation.

2. You will need to fill out your first, last name, email address. Make sure these are correct as you will be emailed confirmation & details.

3. If your appointment is accepted, you'll receive an email for an invite to a Zoom session. If your appointment is cancelled or no one is available, you will receive an email from QValencia@unm.edu.