

How to book an Academic Success Center appointment

Step # 1

- Go to my.fpu.edu <https://my.fpu.edu/campusm/home#menu>
- Login with your FPU credentials
 - Username (Email)
 - Password

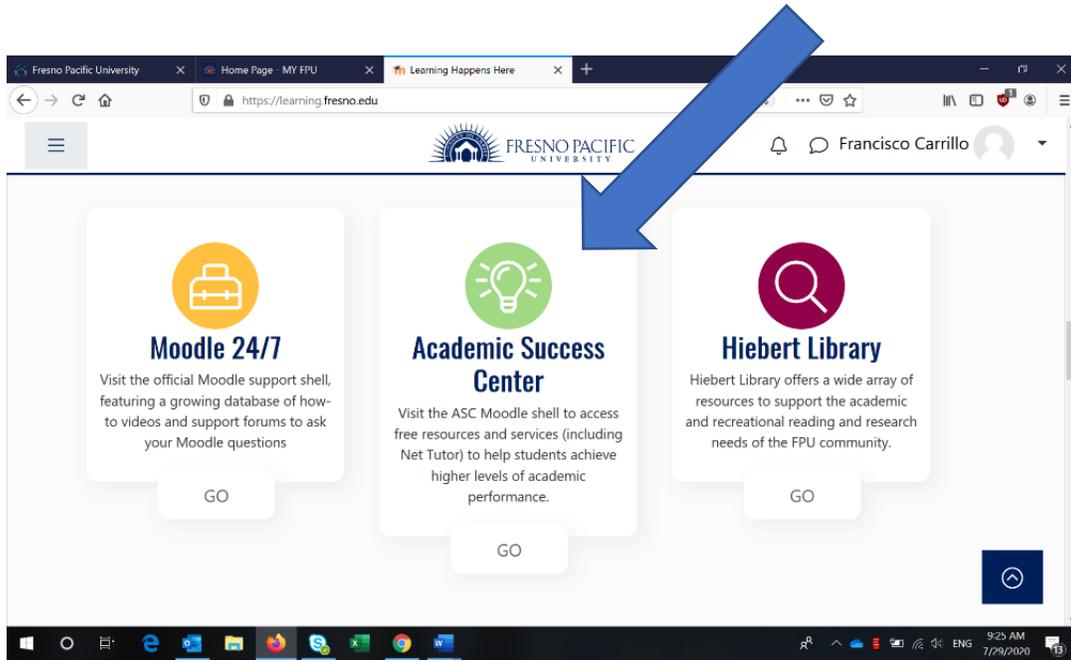
Step # 2

- Select Moodle

The screenshot shows the 'Home Page - MY FPU' interface in a web browser. The URL is <https://my.fpu.edu/campusm/home#menu>. The page features a grid of navigation tiles. A large blue arrow points to the 'Moodle' tile, which is a dark blue rectangle with the word 'Moodle' in white text. Other visible tiles include 'Emergency Check In', 'COVID-19 Screening', 'FPU Monitoring Coronavirus Situation', 'Alerts', 'Master Calen.', 'Office 365', 'SYRINX', 'Time Entry and Human Resources', 'Online Payme.', 'Library', 'Mobile App', 'Sunbird Central! Register For Classes Here', 'Printing', 'Helpful Links', 'Campus Safet.', 'Bookstore', 'Athletics', 'Video Tutorial.', 'Read&Write 1.', 'Fresno 102° 68°', 'Tomorrow 102° 66°', 'Friday 100° 64°', 'Emergency Notification System', 'School of Ed Grant', 'Business Office Dept', 'Advisor Forms', 'Squawk', 'SGA', and 'Staff'. The Windows taskbar at the bottom shows the time as 9:15 AM on 7/29/2020.

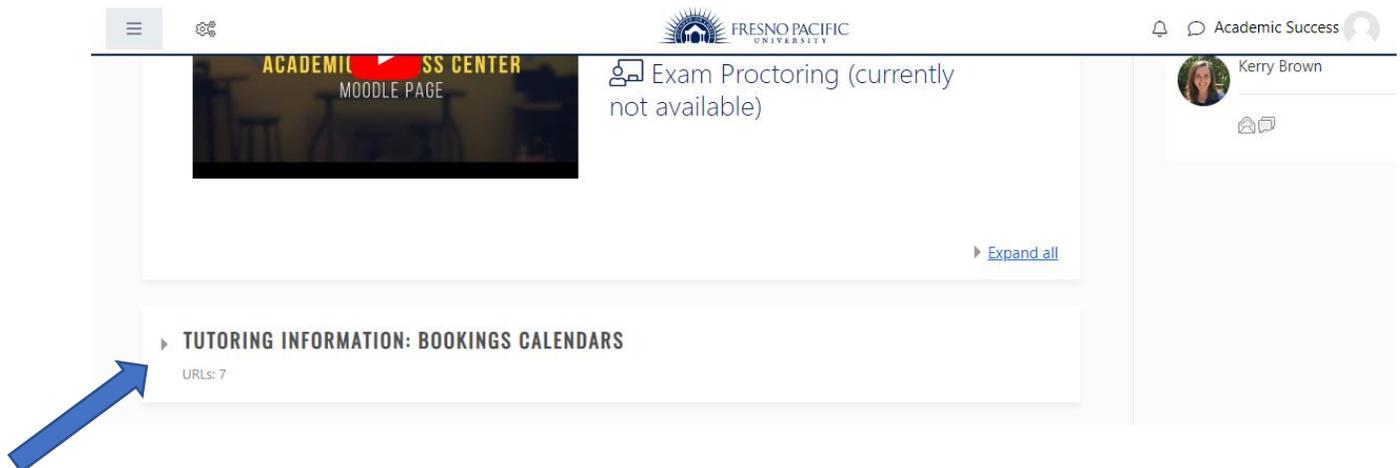
Step #3

- Scroll to bottom of page to Academic Success Center (green lightbulb)
- Click in the “GO” button to access page



Step #4

- Once you are on the ASC Moodle Page, look for “Tutoring Information: Bookings Calendars” information.
- Please click on it.



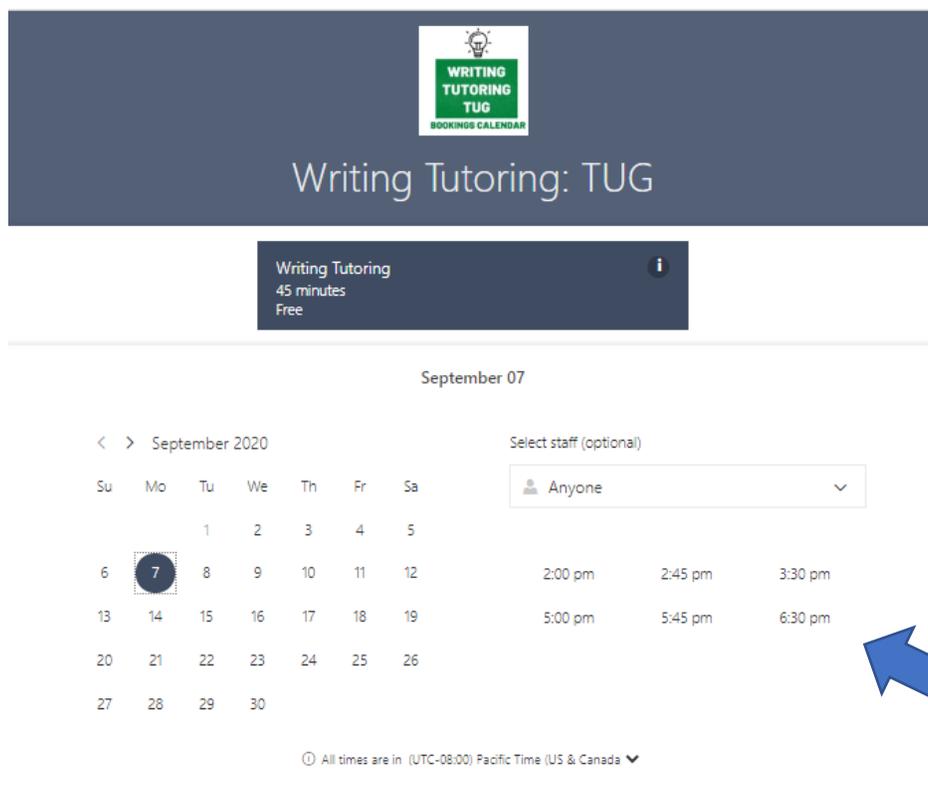
Step #5

- You will find a list of links to each subject's "Bookings Calendar"
- Click on the link of which you need tutoring and then it will take you to the calendar.

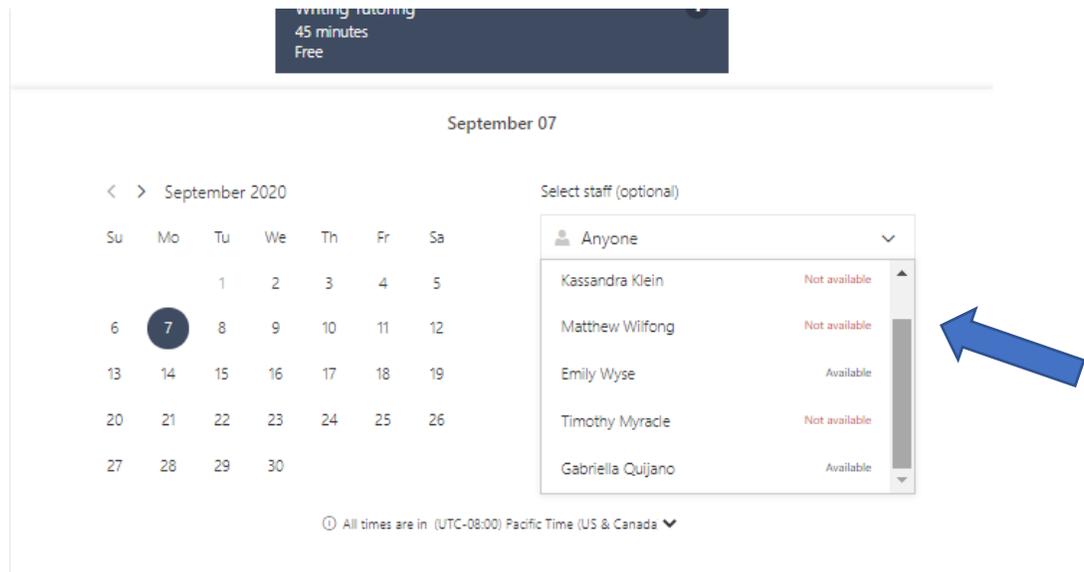


Step #6

- Once you are on the calendar, select your preferred day and time for your tutoring session.



- After you have selected the day and time. You will be able to select a specific tutor if you like.



Step # 7

- Then enter your student information at the bottom of the page and enter any comments on what you need help with during your tutoring session. Make sure to use your student email.

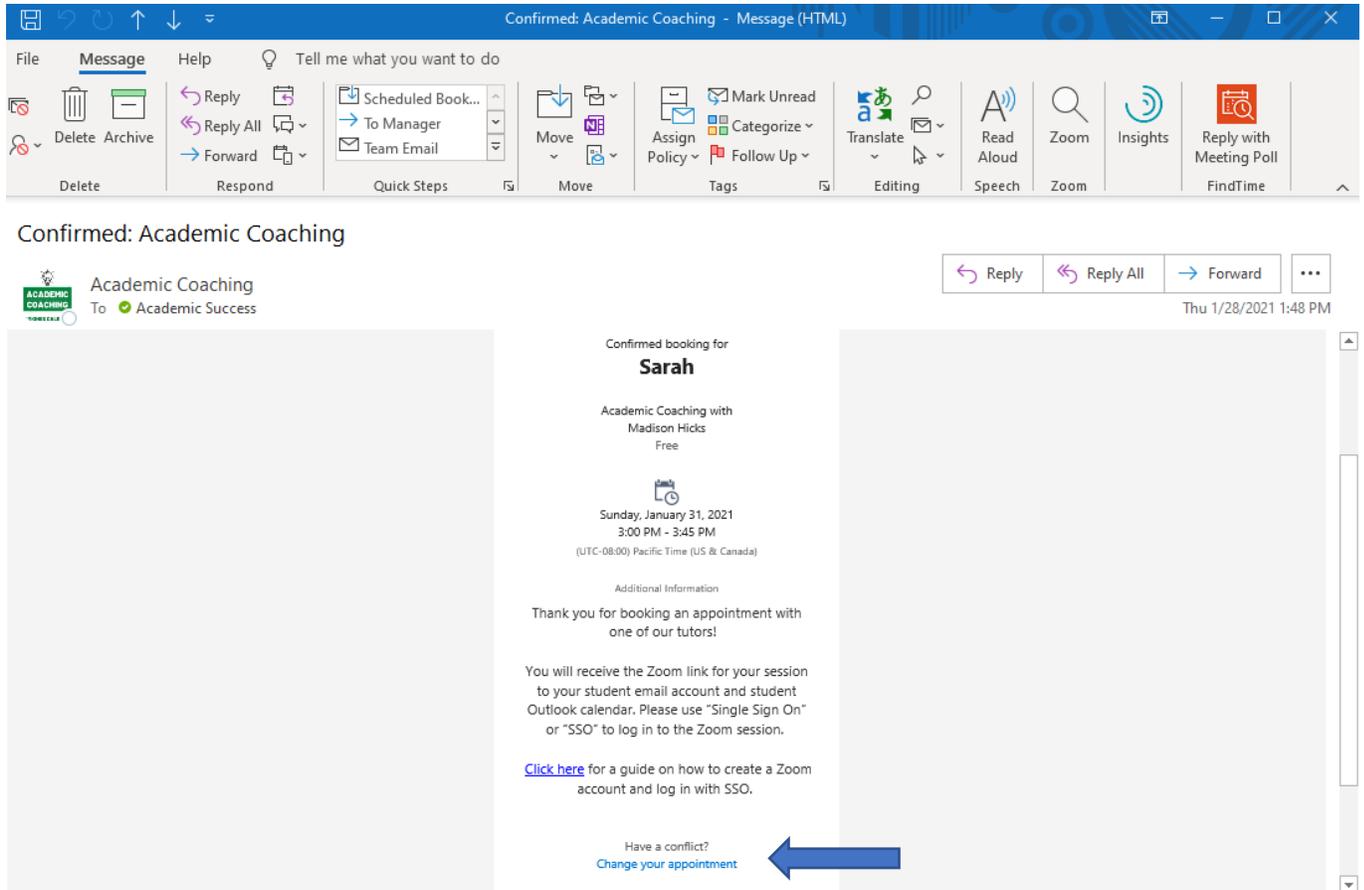
Step # 8

- Once you have followed all the steps, an ASC staff member will make a Zoom appointment. You will receive an email a confirmation email from Bookings. Later a staff member will send an Outlook Calendar invite with a link to join the Zoom meeting with your tutor.

Be prepared at least 5 to 10 minutes before the meeting and have all your questions written down and your paper ready to be shared with your tutor.

If you need to reschedule or cancel your appointment:

Refer to your Bookings confirmation email. It will have a link at the bottom that will allow you to reschedule or cancel your appointment.



The screenshot shows an Outlook window titled "Confirmed: Academic Coaching - Message (HTML)". The interface includes a ribbon with tabs for File, Message, and Help. The Message tab is active, showing various actions like Delete, Archive, Reply, Reply All, Forward, and Quick Steps. The email content is as follows:

Confirmed: Academic Coaching

Academic Coaching
To Academic Success

Confirmed booking for
Sarah

Academic Coaching with
Madison Hicks
Free


Sunday, January 31, 2021
3:00 PM - 3:45 PM
(UTC-08:00) Pacific Time (US & Canada)

Additional Information
Thank you for booking an appointment with one of our tutors!

You will receive the Zoom link for your session to your student email account and student Outlook calendar. Please use "Single Sign On" or "SSO" to log in to the Zoom session.

[Click here](#) for a guide on how to create a Zoom account and log in with SSO.

Have a conflict?
[Change your appointment](#)

A blue arrow points to the "Change your appointment" link.

Once you click on the link, you will see the options to reschedule or cancel your appointment. Click the option that is best for you and that's it! After you reschedule or cancel, you will receive a confirmation email from Bookings.



Academic Coaching

Upcoming booking for
Sarah

Academic Coaching
Free



Sunday, January 31, 2021
3:00 pm (45 minutes)



Madison Hicks

Reschedule

Cancel booking

New booking



ⓘ All times are in (UTC-08:00) Pacific Time (US & Canada)

If you have any questions or need more assistance, call the Academic Success Center office (559) 453-5585.