Creating a WiseGuy Account

1. **First start by going to:** [www.wiseguy.com/registration](http://www.wiseguy.com/registration)

2. **Click on** – Sign Up as a Student

3. **Complete the next steps:**
   a. Basic Information
      - You need to put your **new SSU e-mail username@sonoma.edu**
   b. Personalize your profile
   c. Confirm your e-mail to activate your account

How to Schedule a Tutoring Session!

1. **First go to the link:** [https://wiseguy.com/ssu](https://wiseguy.com/ssu)
   a. Once you go to the page you put the subject or course number in *Help me with...* (For example: MATH220 or Chemistry).
   b. Make sure it is under Sonoma State University.
   c. Choosing an organization is Optional.

2. **Picking an option** - Once you input the information it will show you all the tutors for that subject or course number.
   a. You then choose which tutor you would like.

3. **Scheduling a session.**
   a. Once you have clicked on schedule it shows you their schedule.
   b. The boxes in grey means that they are not available and the boxes in white means that they are available.
   c. You then pick what time works best for you.

4. **Saving a session** – Once you pick the time that works for you make sure that you save it.
   a. You can schedule an hour session with a tutor.
   b. You can schedule up to 2 hours per week per tutor.

5. **Sending a message to your tutor** – This is to confirm your session.
   a. On the first box make sure you have the course name and number together.
      (For example: **MATH160**).
   b. On the second box you must put your professors last name. (For example: **Mr. Dowdall**)
   c. You then make sure you click on **IN-PERSON**.
   d. Lastly you send the message.
6. **Inbox** – To reassure that you requested a session.
   a. Click on your name in the upper right corner and go to "Inbox".
   b. It will then show you your request.

7. **My Sessions** – it shows what sessions you have scheduled.
   a. Once your tutor approves your session it will show up on your “My Sessions”.

8. **Cancel Session** – Go to your “Inbox”, select the Tutoring Session you want to cancel and then scroll down to the bottom and click Cancel Session. **Make sure you cancel tutoring session the day before or on the same day before 8:30am!!!**