How to Schedule an Individual Tutoring Appointment

How to Schedule an Individual Tutoring Appointment via Blue Hen Success

Prior to scheduling a tutoring appointment, students are encouraged to read about Making the Most of a Tutoring Session – [https://www.ae.udel.edu/tutoring-services/making-tutoring-services/](https://www.ae.udel.edu/tutoring-services/making-tutoring-services/).

1. **Step One:** Login to the Blue Hen Success system – [https://www.bluehensuccess.udel.edu/-SUCCESS Login]; use UD login credentials.

2. **Step Two:** From the home page, click *Get Assistance*.

3. **Step Three:** Click through the scheduling workflow:
   - Pick the desired area for your meeting – select *Tutoring*.
   - Pick the reason for your meeting – select *Course-based Tutoring*.
   - If known/desired select applicable date.
   - Click *Find Available Time*.
   - Select the course for which you are seeking tutoring, and, if desired, the specific tutor (example below).

   - Select a time, if prompted input if you desire an In-Person or Virtual appointment (if the tutor is only available for one Meeting Type it will autopull & display on the appointment confirmation page), and click *Schedule*.

   - You have successfully scheduled your appointment, and you will receive an appointment confirmation email to your UD email address.

4. **Step Four:** As with any system, remember to *Logout* when you're done.