# To schedule an appointment with an NSSC Peer Educator

1. Go to [student.msu.edu](https://student.msu.edu/splash.html)
2. Login using your NetID and password
3. Select **Academic Progress**
4. Select **Advising/tutoring appointments**
5. Create new appointment.
	* 1. Category: Choose **Tutoring**
		2. Advising/tutoring Unit: **NSSC Tutoring**
		3. Appointment reason: **Click the magnifying glass and choose from the list of courses.**
		4. Additional information**: Leave a note on what you would like to discuss.**
		5. Appointment type: **Choose in-person (NO Zoom Appointments are Available)**
		6. **Select Day and Time**: Choose among the available tutors and select a time.
		7. You will be returned to the main appointment page to review your appointment details. **Select Book it**
		8. Once you have booked your appointment, you will need to go to your email and accept the appointment time to place it on your Outlook calendar