How To: Access your Online Writing Appointment

➢ Check your ASU Email address
  ○ A confirmation email was sent after you scheduled your appointment with further instructions, including the URL address of the tutoring chat room.
  ○ Be sure to check junk mail if it is not in your inbox.

➢ Click on the URL shared with you in the email confirmation.
  ○ You will come to a screen where you select “Enter as Student or Guest”.

  ![Adobe Connect](image)

  ○ Click the ‘Enter Room’ button.

  ![Adobe Connect](image)
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- You may see holding screen. You will need to hit the 'Request Entry' button.

Adobe Connect

Online Writing Tutoring

This meeting is currently in session. The host has blocked entry for incoming attendees.

- Once you request aces the page will change to show you a new holding screen. The tutor (or host according to Adobe Connect) will need to invite you in to the room to start your appointment.

Adobe Connect

Online Graduate Writing Support

This is a private meeting. Your request to enter has been sent to the host. Please wait for a response.
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○ TROUBLESHOOTING TIP: You may need to wait depending on how early/late you are for your appointment, as the tutor may be working with another student. You MUST have an appointment to be granted access.

○ TROUBLESHOOTING TIP: If you have been waiting longer than 10 minutes past the start of your appointment time, close your browser and attempt to request access to the appointment url in your email again.

➢ Make sure you are attempting to access through Chrome or Firefox browser for best accessibility.

➢ For questions, or to reschedule/cancel your appointment you can call (480)965-9072 Mondays through Fridays from 8am to 5pm.