



All tutoring appointments must be made in Accudemia

<https://mills.accudemia.net/Login.aspx>

Appointment Scheduling

All currently enrolled students at Mills College are already in the Accudemia system. Once logged in to Accudemia, students can schedule appointments with tutors.

Questions or problems? Please contact the LAB at thelab@mills.edu

Logging in

1. Go to [the Accudemia log-in page](#).
2. Enter your Mills Banner ID.
3. Enter your password. If you do not have a password, click on “Forgot your password?” and follow the instructions to set one.

Scheduling an Appointment

1. Click on “Center Attendance” on the left-hand menu.
2. Click “Appointments” and select “Wizard.”
3. Click “Next” (the only choice for the center is the Office of Learning, Advising & Balance).
4. Choose a day of the week (or select all days), then click on “Next.”
5. Select the course for which you want tutoring, then click on “Next.”
6. Select “Academic Support” as the service, then click on “Next.”
7. Select a tutor, or check the box in the blue bar to select all tutors; click “Next.”
8. Select a tutor to see schedule; then click on a green box to reserve a time.
9. If prompted, select “One-time.”
10. Select the Appointment Reservation box next to the listed appointment, then click “Next.”
11. If the appointment is invalid, it cannot be created. Try another.
12. If the appointment is valid, click on “Finish.” Your appointment should now appear in the Appointments/View All and your Homepage. When looking at Appointments, use Show Filters to change date range to see all scheduled tutoring appointments.