1. Log into MyUTK and select GradesFirst from the menu at the bottom of the page.

2. On your homepage, select “Appointments for Tutoring” on the right side.
3. Select your course (you can scroll or begin typing)

4. Select the location you would like.

5. Scroll to your preferred time and click.

6. If there is no opening at your preferred time, try a different time.

7. If there are no tutors available at your preferred location, change your location or day.

   You can refer to the schedule page to more intentionally plan your appointments.
8. Verify appointment details.
9. Write any comments (optional).
10. You can choose to receive an appointment reminder via text.
11. If you are happy with the date, time, and location, click the submit button.
12. You will receive an email reminder, early, on the day of the appointment.