This is the GradesFirst homepage. Enter your regular Eastern login information you use to login to Blackboard or the Eastern Campus Computers
Once you login, you will be taken to the dashboard, which will look something like this.
To schedule an appointment with a tutor, click the “Get Tutoring Assistance” button in the top right corner.
Schedule a Tutoring Appointment

Choose a Student Service

--- please select one ---

What location do you prefer?

Fine Arts Building (FAIC) Room 246

That button will take you to this page, which we will use to schedule an appointment with a tutor here at Eastern
Use the “Choose a Student Service” option to select the type of tutoring that’s right for you. You could pick a specific course you need help in, or even certain skills you feel you need to work on!
Once you select a course or skill you want to improve on, you’ll see a schedule like this. Use the color legend at the bottom to help figure out what times are open or closed.

Please Note: Every tutor has their own available times and courses, please check [here](#) first, to see their regular tutoring schedule. You may not see an open time if they are already booked by another student.
Click on the calendar to find a day that works for you. Make sure you have the right month and day.
Once you find the right day for you, use the scrollbar at the bottom to look for available times. You can see an example of open times above.

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>04/04/2017</td>
<td>01:00 PM</td>
<td>Open</td>
</tr>
<tr>
<td></td>
<td>02:00 PM</td>
<td>Open</td>
</tr>
<tr>
<td></td>
<td>03:00 PM</td>
<td>Open</td>
</tr>
<tr>
<td></td>
<td>04:00 PM</td>
<td>Open</td>
</tr>
</tbody>
</table>

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**Legend:**
- General
- Advising
- Tutoring
- Library
- Open
- Drop-in
- N/A
Click on an open time slot to schedule your appointment. You can select if you want an email or text reminder as well. Click on “Submit” when you’re sure you want that appointment.
Once you submit your appointment you should see this notification in the upper right corner. Letting you know your appointment is scheduled.

And you’re done! Just make sure you make it to your appointment on time!