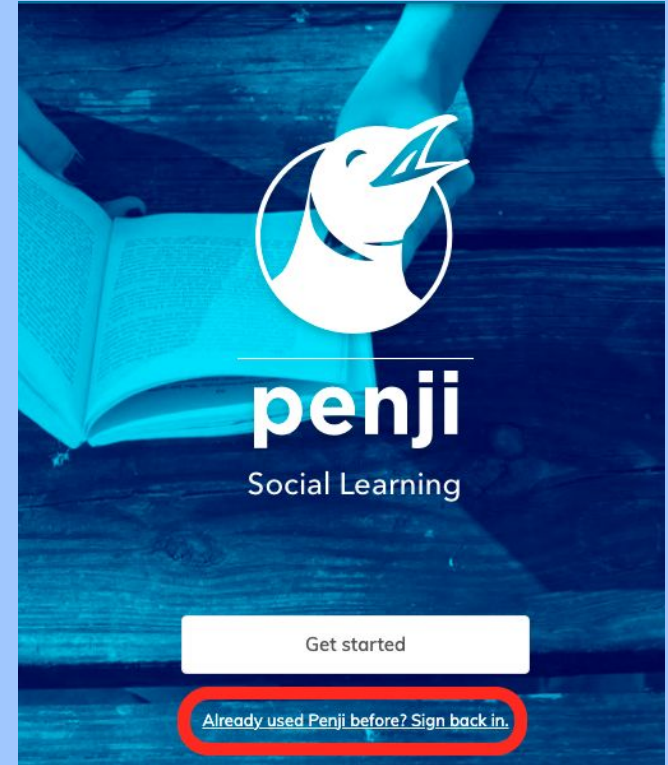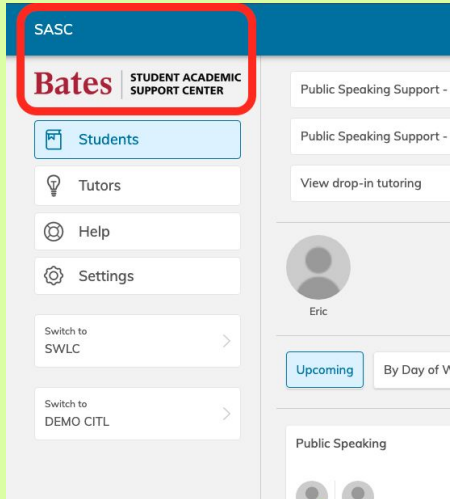# Making a Public Speaking Tutoring Appointment

1. Use the Penji app on your phone, or go to web.penjiapp.com
2. Select the "Already used Penji before?" option
3. Enter your email
4. Follow prompts

Log into Penji

penji

Social Learning

Get started

Already used Penji before? Sign back in.
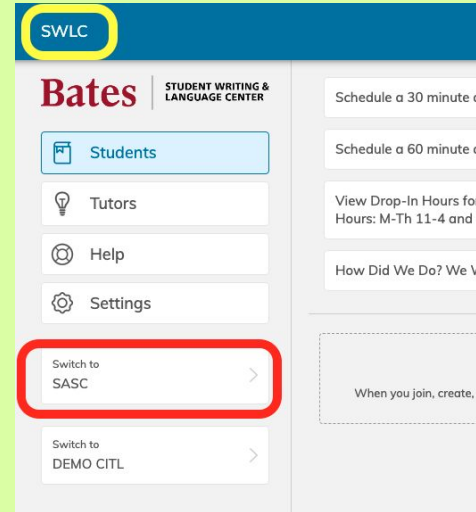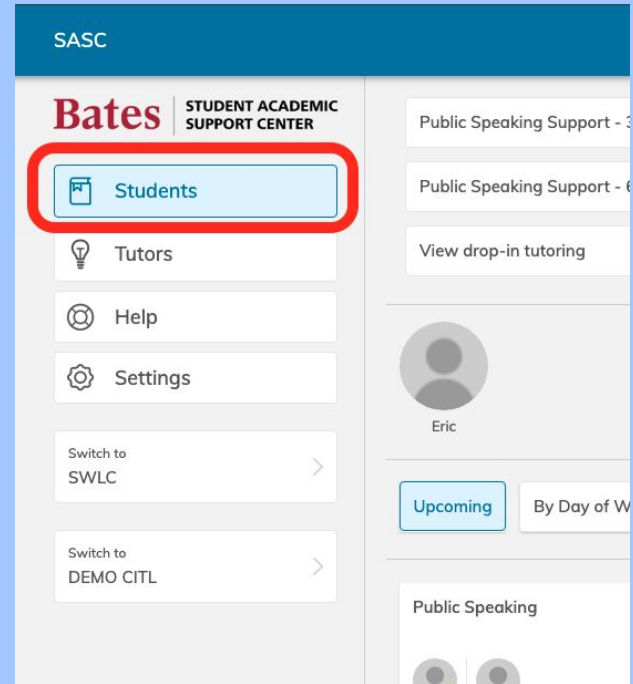
You should see "SASC" in the upper left corner.

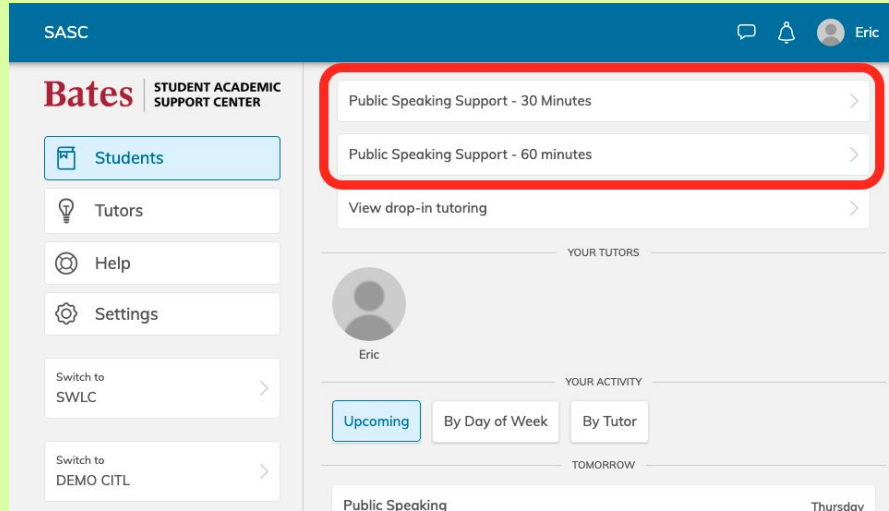If you see "SWLC" instead, select "Switch to SASC" on the left hand side.

Navigate to SASC in Penji

If you're a SASC tutor, make sure you've selected "Students" on the left hand side. **(If you aren't a SASC tutor, you don't need to worry about this.)**
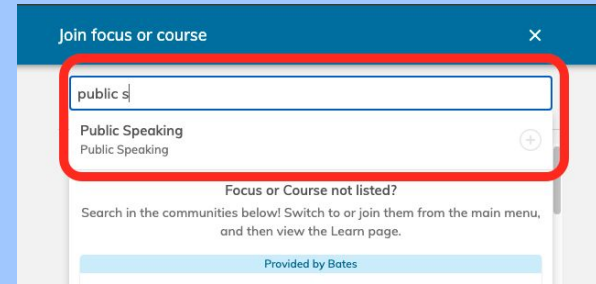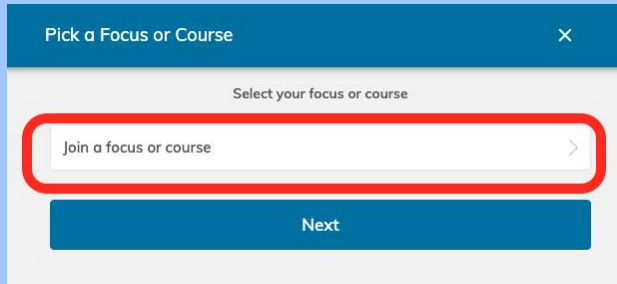
Select Student View

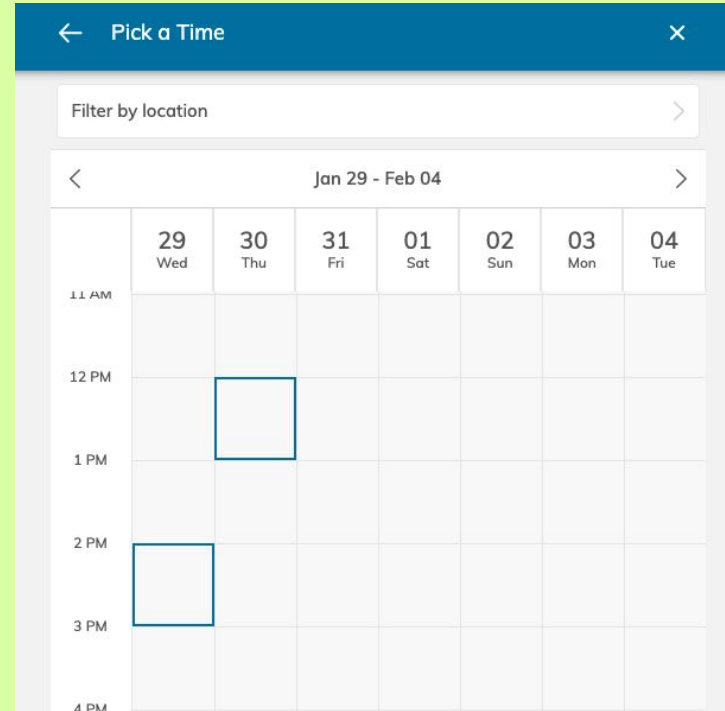# Select either the 30 minute or 60 minute option

Choose an appointment length

If this is your first time, you will need to select "join a focus or course." Then type "public speaking", and select it when that option pops up.

Select "Public Speaking"

The available appointment times will display as blue outlines

Pick a Time

Filter by location

Jan 29 - Feb 04

| 29 Wed | 30 Thu | 31 Fri | 01 Sat | 02 Sun | 03 Mon | 04 Tue |

11 AM

12 PM

1 PM

2 PM

3 PM

4 PM

Select Appointment Time

Tutor

If there are multiple tutors available, select the one you would prefer. If there is only one available, select that one.

Location

Select "Student Academic Support Center - Ladd Ground Floor".

Select Tutor and Location

Respond to the Appointment Questions

These questions help your tutor be prepared to support you in the way you are hoping they will.

Once you submit your replies to the appointment questions, select "Complete" and you are done making your appointment. You will receive a calendar invite and email with the appointment time and details.