



## Beginner's Guide to Accessing Tutoring

### Starting from the CAS website

You don't need an appointment to see a tutor! You can find the in-person tutor schedule or drop in to see an online tutor through the CAS website. The first time you log in, you need to click a few extra buttons. Below is a complete guide through the whole process from the first time you log on.

#### 1. Start by finding the red "start" button on the CAS website

## IN-PERSON TUTORING

### In-Person Tutoring (all free)

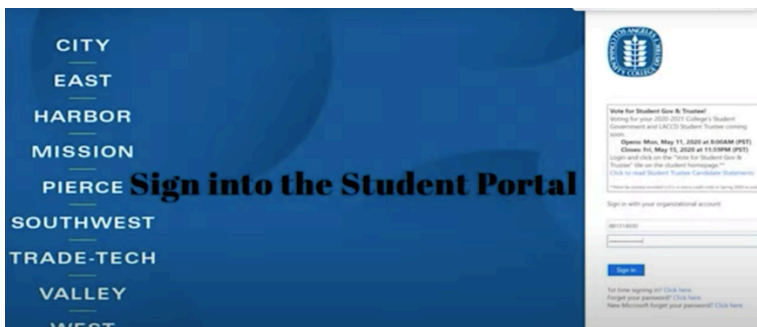
The Center for Academic Success' physical office is open!  
Monday through Thursday 9:00AM - 5:00PM  
Library & Learning Crossroads Building (LLC) Room 5130

#### What we offer:

- Access to computers, a walk-in writing lab, and open study areas (no appointment needed)
- In-person, individual tutoring sessions (no appointment is needed)
- Click "Start" to view in-person tutoring schedules or just come on in!
- You can also make view the in-person tutoring schedule from any Pierce College Canvas page by clicking "LAPC Tutoring."

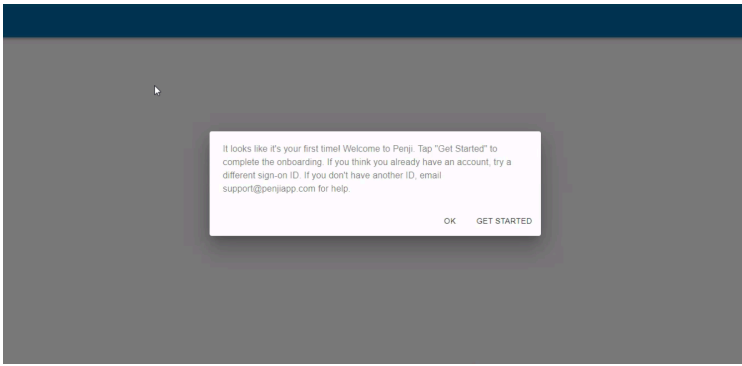
START

#### 2. Log into the Student Portal

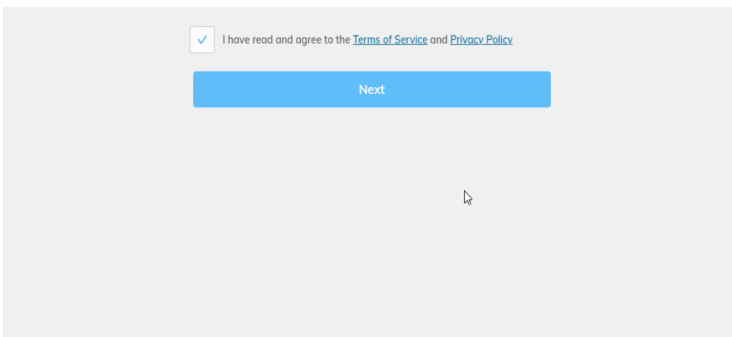


**If it's your first time, you'll be asked to click some buttons to get started.  
You only have to do this next part once...**

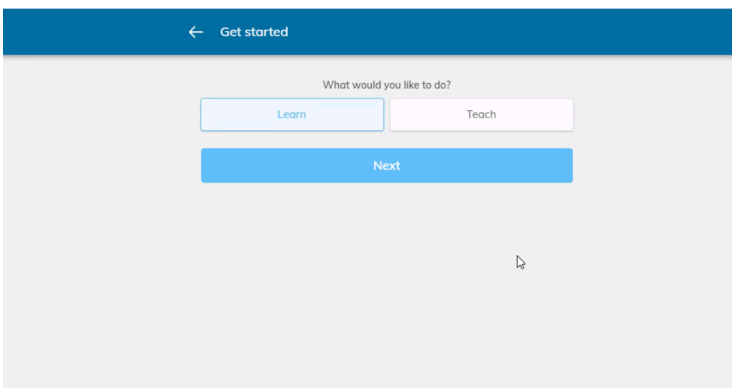
**3. Click "Get Started".**



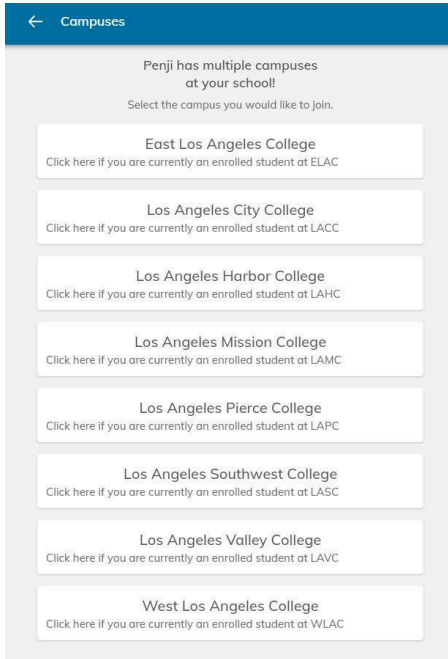
**4. Agree to the terms of services and privacy policy and click "Next".**



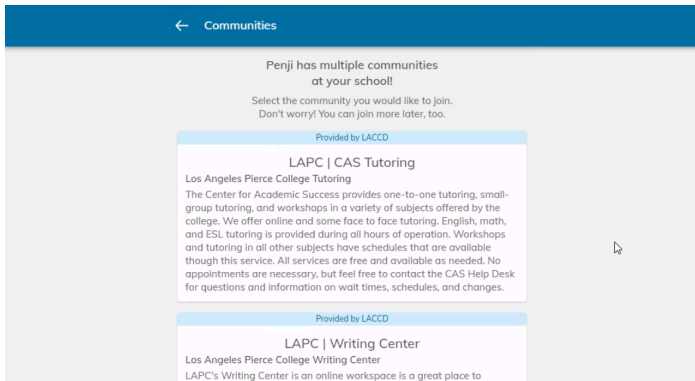
**5. You will be asked to choose between "learn" and "teach." Click "learn" and "next."**



**6. You will be asked to choose what LACCD college you are enrolled in. Click “Los Angeles Pierce College”.**



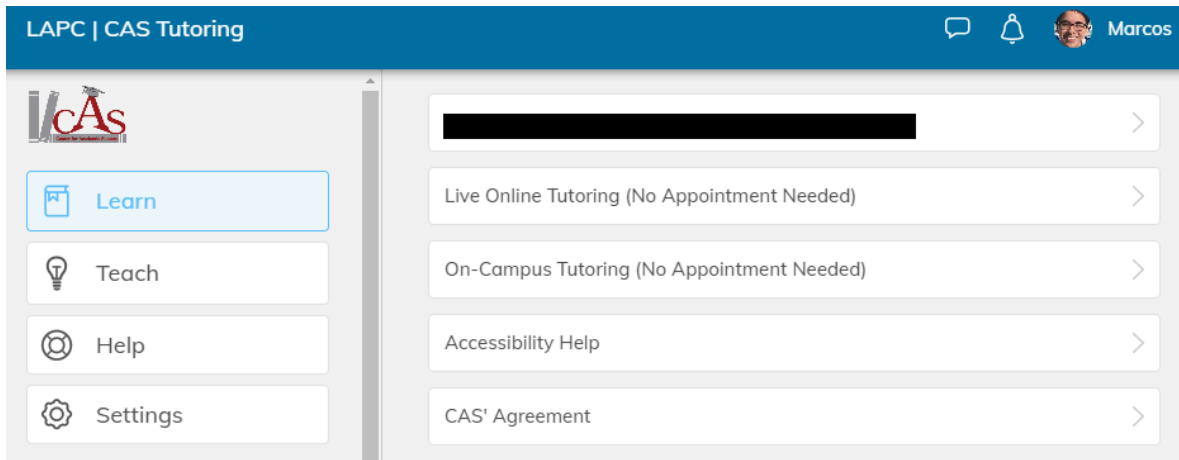
**7. There are different communities you can join. For now, let’s join “LAPC CAS Tutoring”.**



**Your account is now set up. Next time you click the green start button, you won’t repeat these steps.**

**Next we’ll show you how to make an appointment for an in-person tutor or to drop in to see an online tutor.**

## 8. Pick “Live Online Tutoring (No Appointments Needed)” or “Live Online Tutoring (No Appointment Needed)”



**And that’s it! From here, you will either:**

1. Check in to a waiting room (for online tutoring) to wait for a tutor to let you into their Zoom room. See [this guide](#) for more step-by-step instructions.

**OR**

2. Visit an on-campus tutor. See [this guide](#) for more step-by-step instructions.

## Need help?

Contact us!

Visit us in-person, in the Center for Academic Success

[Library & Learning Crossroads Building \(LLC\) Room 5130](#)

In person M-Th 9:00am - 5:00pm

Call or text 818-305-4569 or [Zoom with the CAS Help Desk](#)

Online M-Th 9am - 5:30pm & F 10am - 2pm

[Visit our website](#)