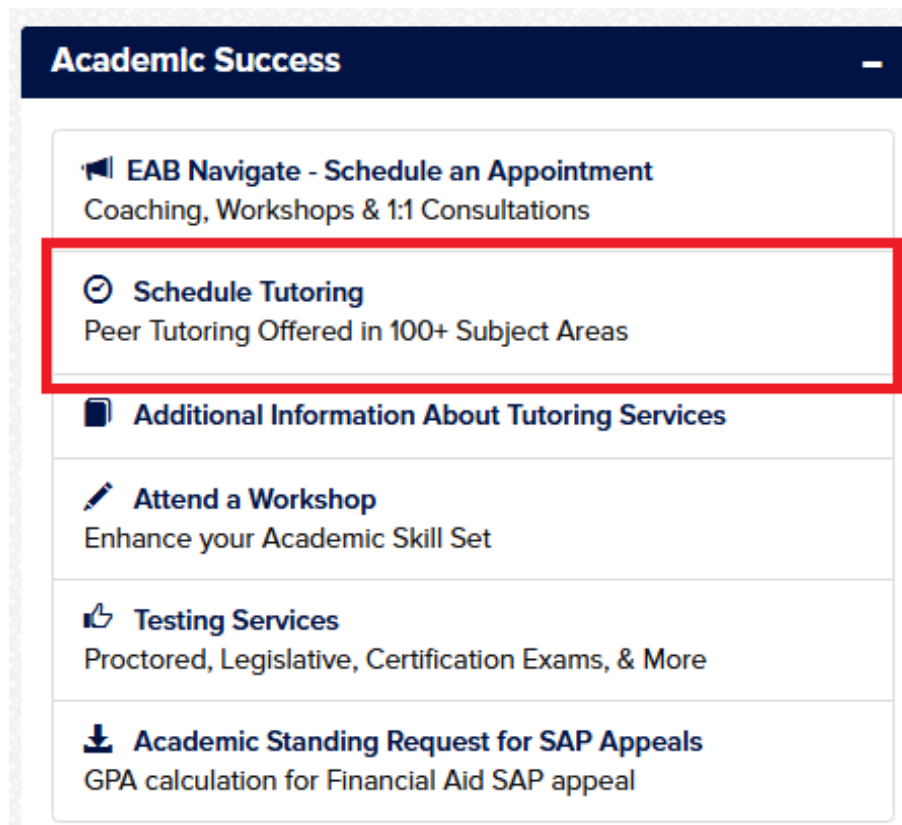


---

## Steps to Book a Tutoring Appointment Using Penji

### 1. Accessing Appointment Booking:

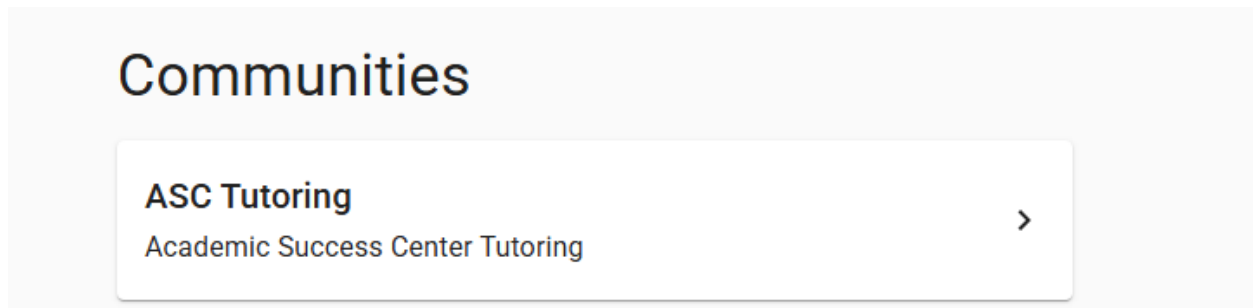
Navigate to the Penji platform through MY GS PORTAL under “Academic Success”



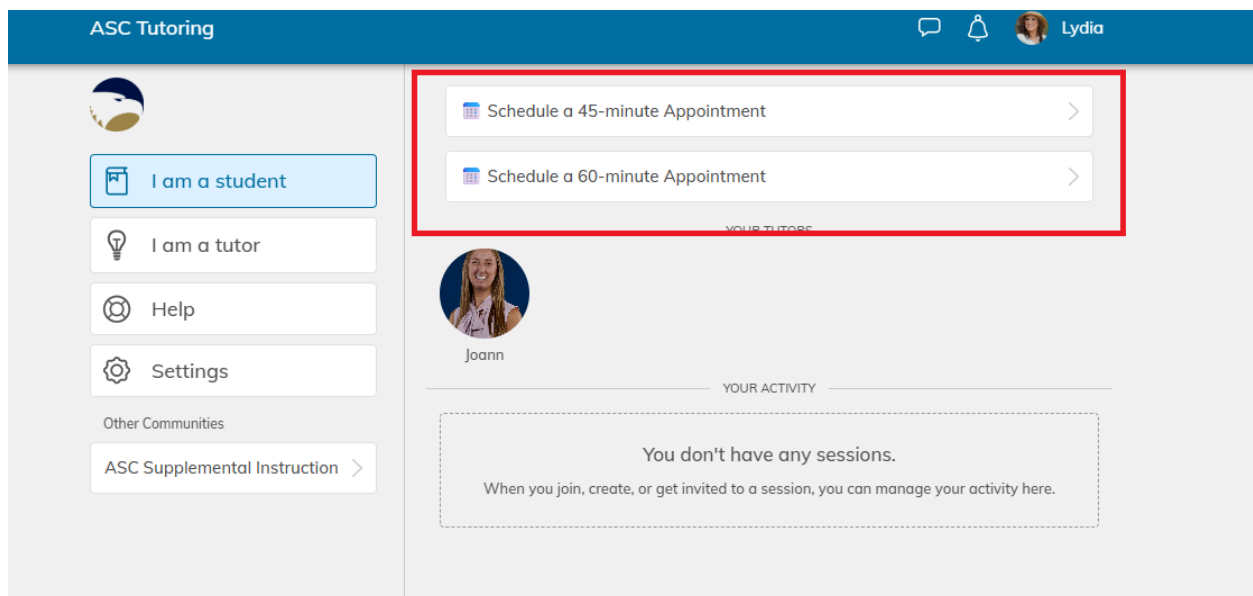
Additional Ways to Access Penji:

- For Browser: [web.penjiapp.com](https://web.penjiapp.com)
- Penji mobile app (Android or iOS)
- [School-specific Link](#)

## 2. Select the “ASC Tutoring” Community



## 3. Locate the "Schedule an appointment" option on the “I am a Student” home screen. Choose a 45-minute or 60-minute appointment.



## 4. Select a Course:

- Choose the relevant course for which you require assistance. You can choose from “popular courses” or search for a specific course. *You do not have to be registered for a course to select it.*

Pick a Course

×

Search all courses

POPULAR COURSES

STAT 1401 - Elementary Statistics

>

BIOL 1107 - Principles of Biology I

>

AAST 3030 - Sel Top Africana Studies

>

ACCT 2030 - Survey of Accounting

>

ACCT 2101 - Principles of Accounting I

>

Looking for another course?  
Use "Search all courses" above to find more.

Next

## 5. Pick a Time Slot:

- Browse available time slots offered by various providers for the selected course.

←

Pick a Time

×

Filter by tutor, location

>

Oct 18 - 24

>

	18 Wed	19 Thu	20 Fri	21 Sat	22 Sun	23 Mon	24 Tue
8 AM							
9 AM							
10 AM							
11 AM							

## 6. Filtering Options:

- You can filter these times down by location, or provider if enabled, by using the filter on the top of the calendar view

## Location

Armstrong Campus: Student Success Complex - Room 1042

Statesboro Campus - Centennial Place - 2104 - Learning Center 1

Statesboro Campus: Henderson Library - 1st Floor - Behind Glass Wall

Zoom - Online

## Tutor

Caysi Warren

Chahat Patel

Dorcas Addo

Elle Cabrerros

Griffin Reddick

Joann Wakefield

Katie Wilkes

Lydia Reynolds

Maggie Wilder

Moheb Asimi

Olabode Anifowose

Ramzey Griffin

Riley McNulty

Tunji Adewoye

Xander Millstone

Show Results


## 7. Pick a Provider:

- **Review** detailed profiles of available providers by clicking them and **select one** that meets your requirements.

← Available Tutors


×

Which tutor would you like?




Xander Millstone

>



Ramzey Griffin  
ASC Peer Tutor

>



Ramzey Griffin  
ASC Peer Tutor

Chat with Ramzey

Select

Personal Bio

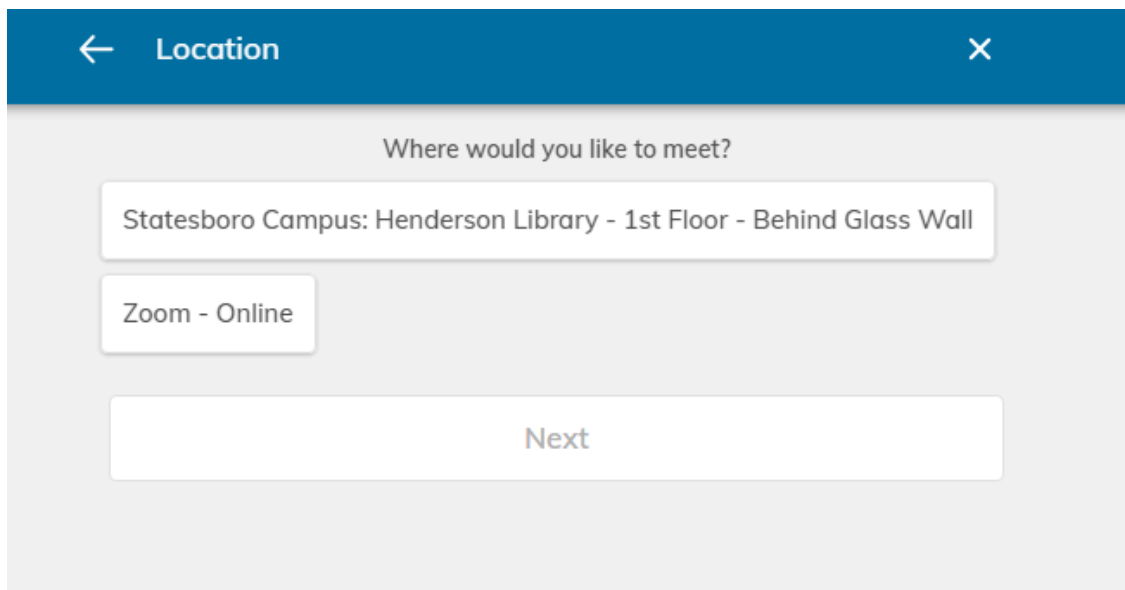
I am a sophomore, majored in Computer Science with a minor in Mathematical Science. I tutor all things math that I've taken so far, namely Trig, Calc 1, Calc 2, Chem 1, and Programming Principles 1.

Joined Penji in August 2025

- **Optional: *Communicating with Providers***

You can chat with providers at this step if you want to ask them questions first.

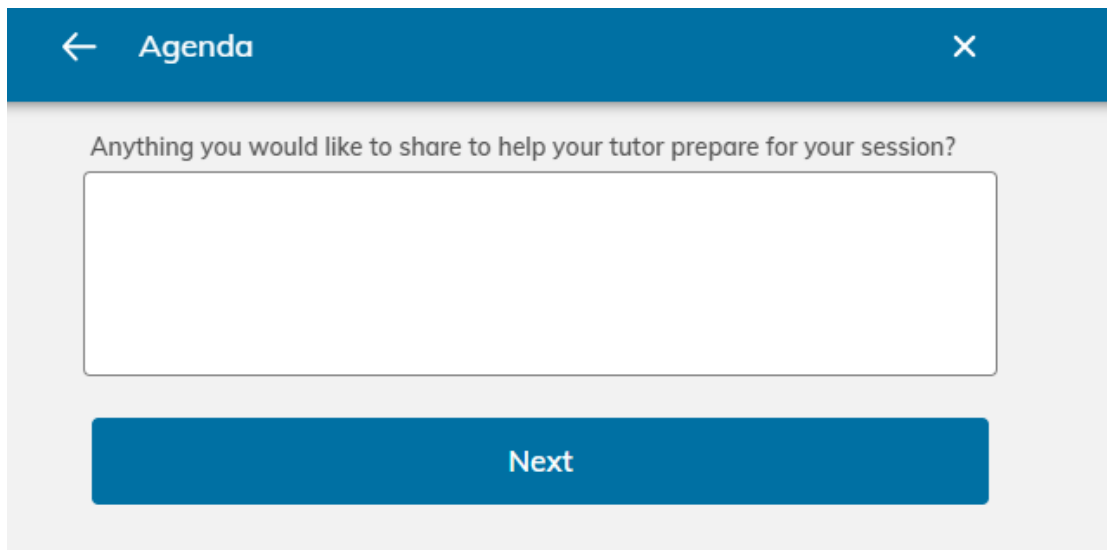
## 8. Select a Location:



A mobile application screen titled "Location" with a back arrow and a close "X" icon. The main heading is "Where would you like to meet?". Below this, there are two selectable options: "Statesboro Campus: Henderson Library - 1st Floor - Behind Glass Wall" and "Zoom - Online". At the bottom, there is a large white button labeled "Next".

### 9. Agenda Screen:

You can provide information here to your tutor to help them prepare (specific topics you need to go over, etc)



A mobile application screen titled "Agenda" with a back arrow and a close "X" icon. The main heading is "Anything you would like to share to help your tutor prepare for your session?". Below this is a large, empty rectangular text input field. At the bottom, there is a large blue button labeled "Next".

### 10. Confirm Session Request:

- Review your appointment details and confirm your session request.
- You will receive the calendar invite via email immediately after confirming the appointment.

←

Overview

×

Course

STAT 1401

Time

Mon Aug 25, 3:30 PM - 4:15 PM EDT

Tutor

Ramzey Griffin

Location

Statesboro Campus: Henderson Library - 1st Floor - Behin...

Complete

## 11. Confirmation Email will look something like this:

[External]

08/25 3:30pm EDT Lydia Reynolds and Ramzey Griffin - ASC Tutoring

External

Inbox x

Penji Tutoring

<no-reply@app.penjiapp.com>

to me

12:13 PM (0 minutes ago)

☆

↶

⋮

Aug

25

Mon

Lydia Reynolds and Ramzey Griffin - ASC Tutoring

[View on Google Calendar](#)

When

Mon Aug 25, 2025 3:30pm – 4:15pm (EDT)

Where

Statesboro Campus: Henderson Library - 1st Floor - Behind Glass Wall

Who

Penji Tutoring\*

Yes

Maybe

No

More options

Agenda

Mon Aug 25, 2025

8am

[Email Catchup](#)

12pm

[Lunch Break](#)

3:30pm

Lydia Reynolds and Ramzey Griffin - ASC Tutoring

No later events

Hello,

Here are the details for your upcoming session!

Course: STAT 1401  
Tutor: Ramzey Griffin  
Student: Lydia Reynolds

Location: Statesboro Campus: Henderson Library - 1st Floor - Behind Glass Wall

Agenda:

Anything you would like to share to help your tutor prepare for your session?

...

View the full session and agenda at:  
<https://web.penjiapp.com/schools/georgia-southern/session-details?communityId=5TKGr4dWrf&flow=learner&sessionId=huGBnCA6Eb>

- Penji

## 12. The appointment will appear in your Penji account under Your activity.





I am a student



I am a tutor



Help



Settings

Other Communities

ASC Supplemental Instruction &gt;



Schedule a 45-minute Appointment &gt;



Schedule a 60-minute Appointment &gt;

## YOUR TUTORS



Ramzey



Joann

## YOUR ACTIVITY

Upcoming

By Day of Week

By Tutor

MONDAY 08/25

STAT 1401

Monday

3:30pm - 4:15pm EDT

