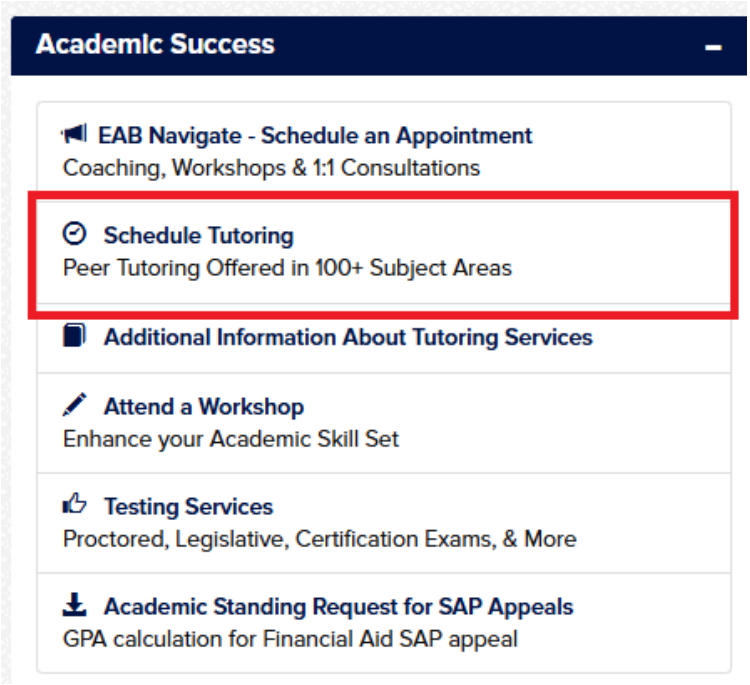
Scheduling Tutoring Appts. through PENJI
Updated 8/20/2025

GEORGIA SOUTHERN UNIVERSITY
ACADEMIC SUCCESS CENTER

Steps to Book a Tutoring Appointment Using Penji

1. Accessing Appointment Booking:

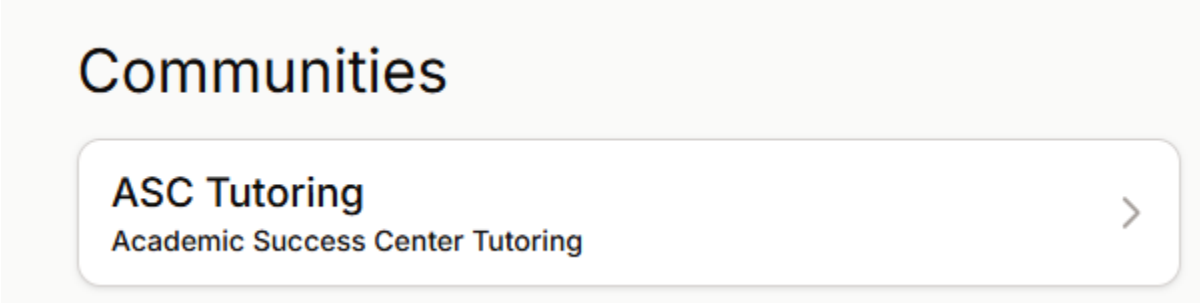
Navigate to the Penji platform through MY GS PORTAL under “Academic Success”



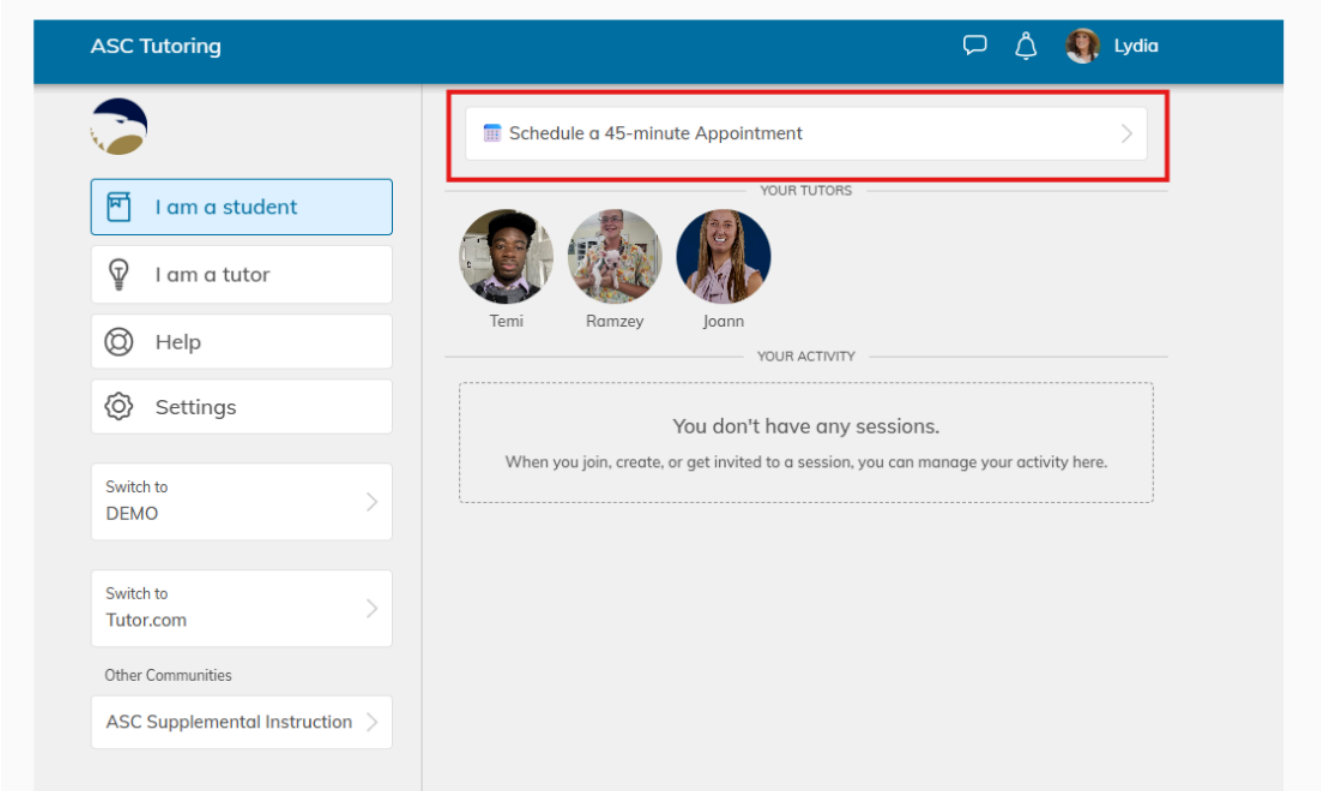
Additional Ways to Access Penji:

- For Browser: web.penjiapp.com
- Penji mobile app (Android or iOS)
- School-specific Link

2. Select the “ASC Tutoring” Community

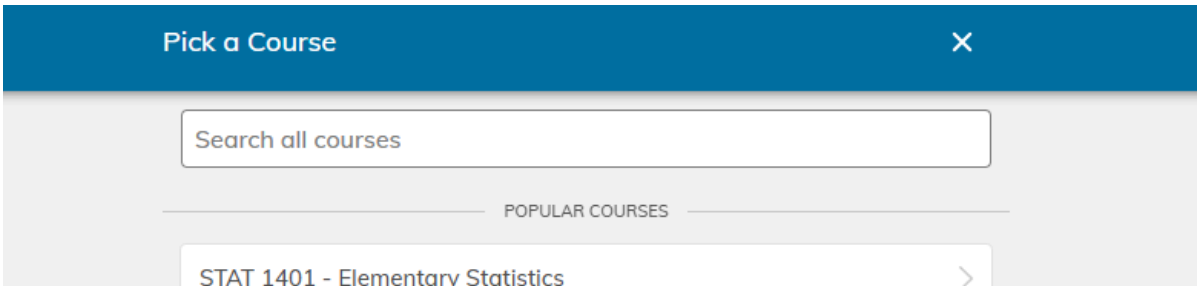


3. Locate the "Schedule an appointment" option on the “I am a Student” home screen. Choose “Schedule a 45-minute Appointment”.



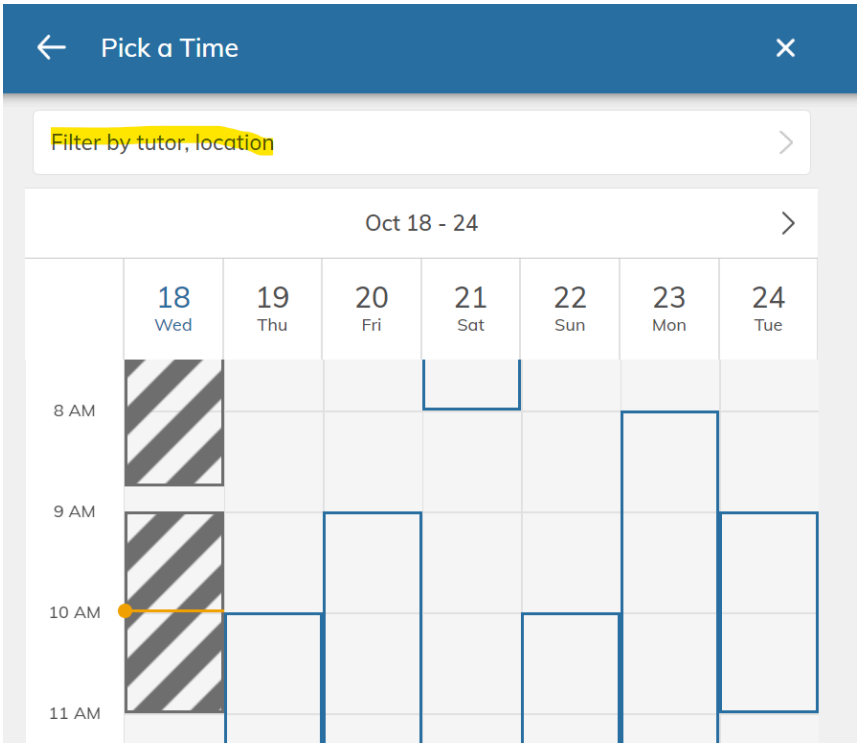
4. Select a Course:

- 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.*



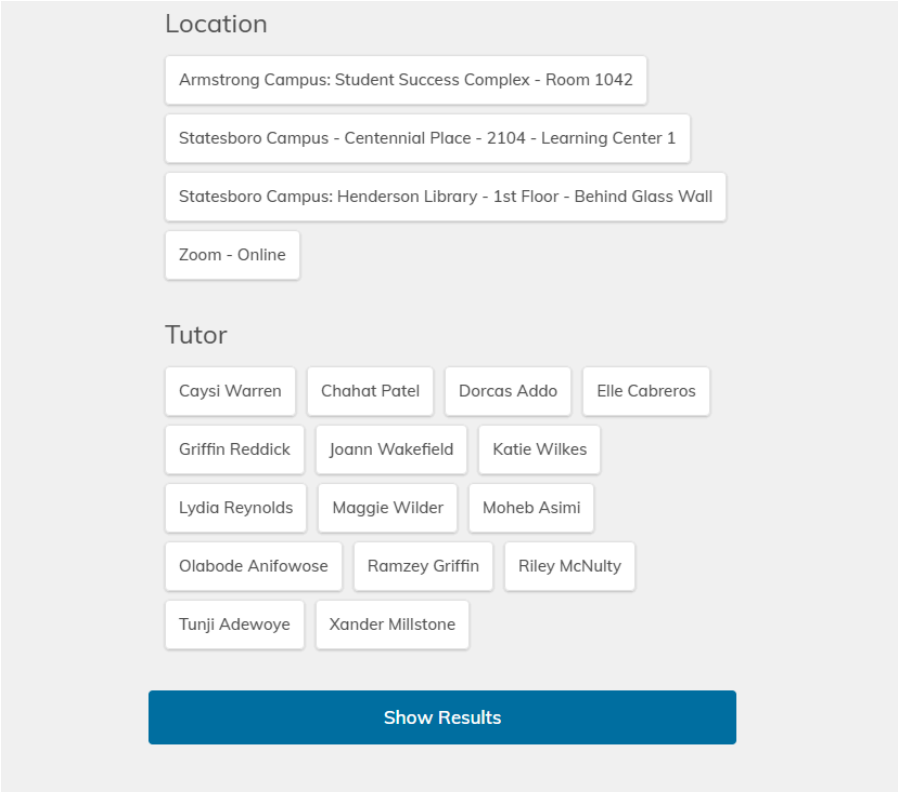
5. Pick a Time Slot:

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



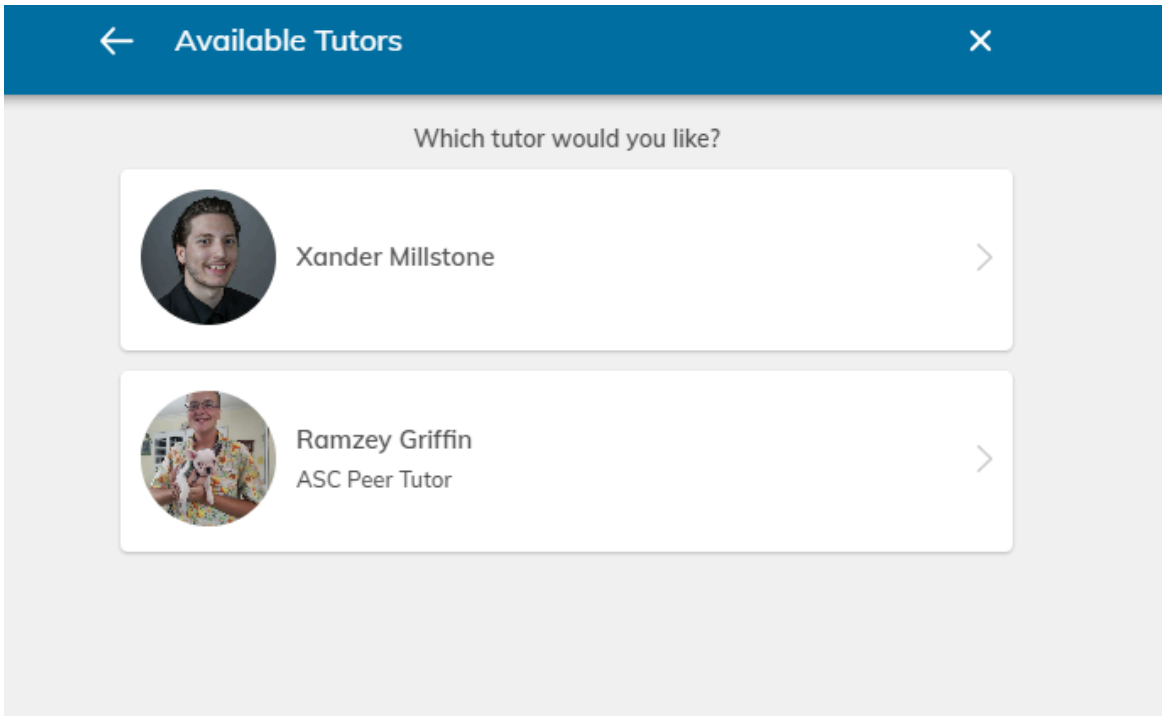
6. Filtering Options:

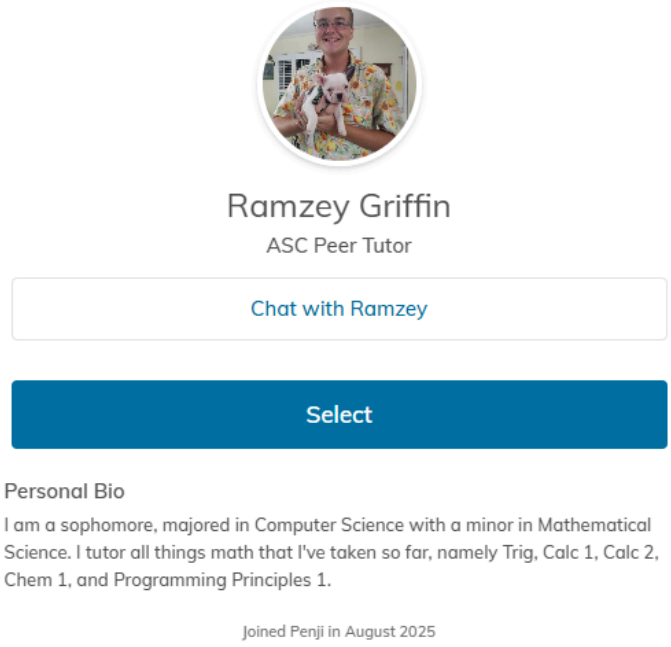
- You can filter these times down by location, or provider if enabled, by using the filter on the top of the calendar view



7. Pick a Provider:

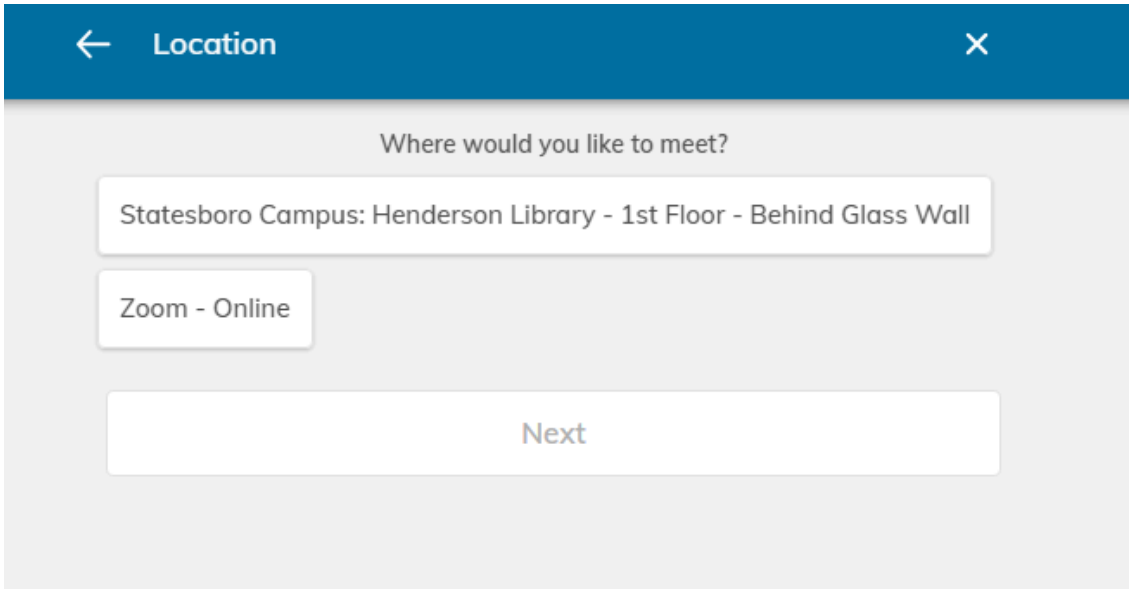
- **Review** detailed profiles of available providers by clicking them and **select one** that meets your requirements.





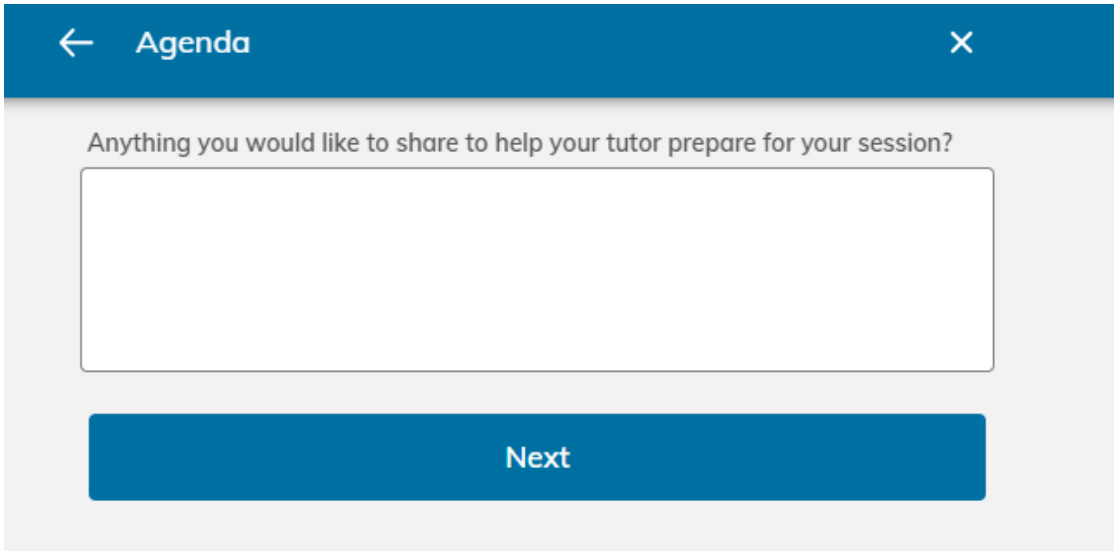
- **Optional:** ***Communicating with Providers***
  You can chat with providers at this step if you want to ask them questions first.

8. Select a Location:



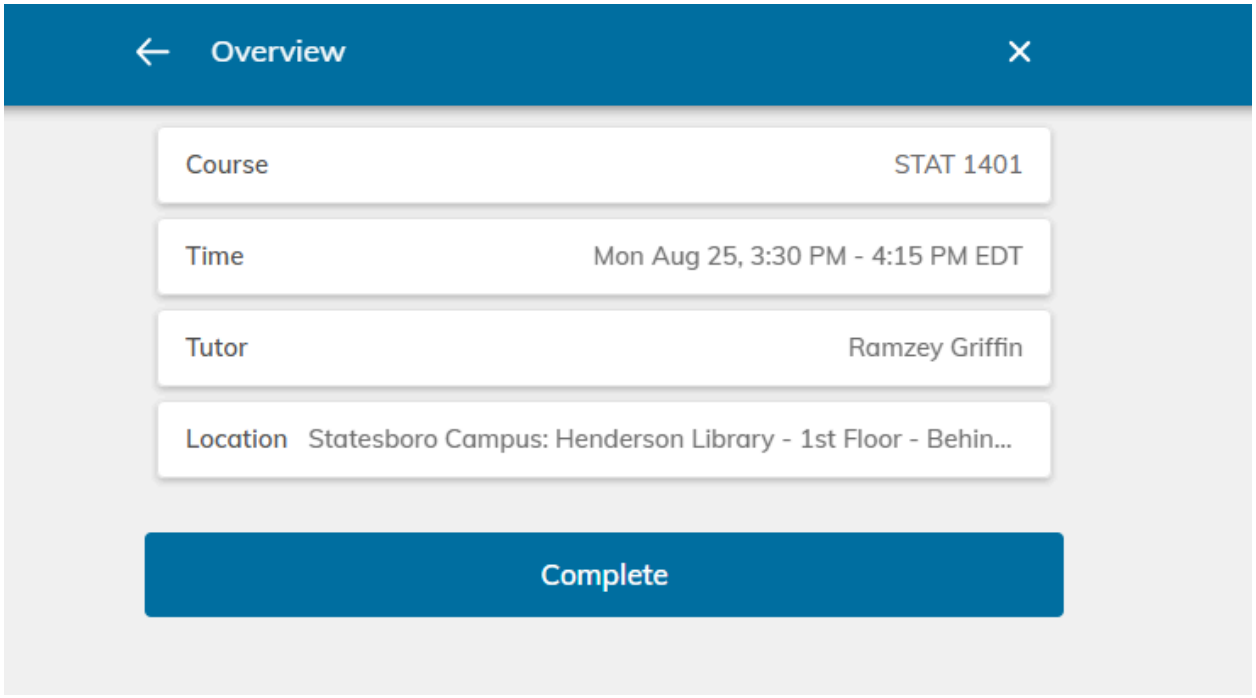
9. Agenda Screen:

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

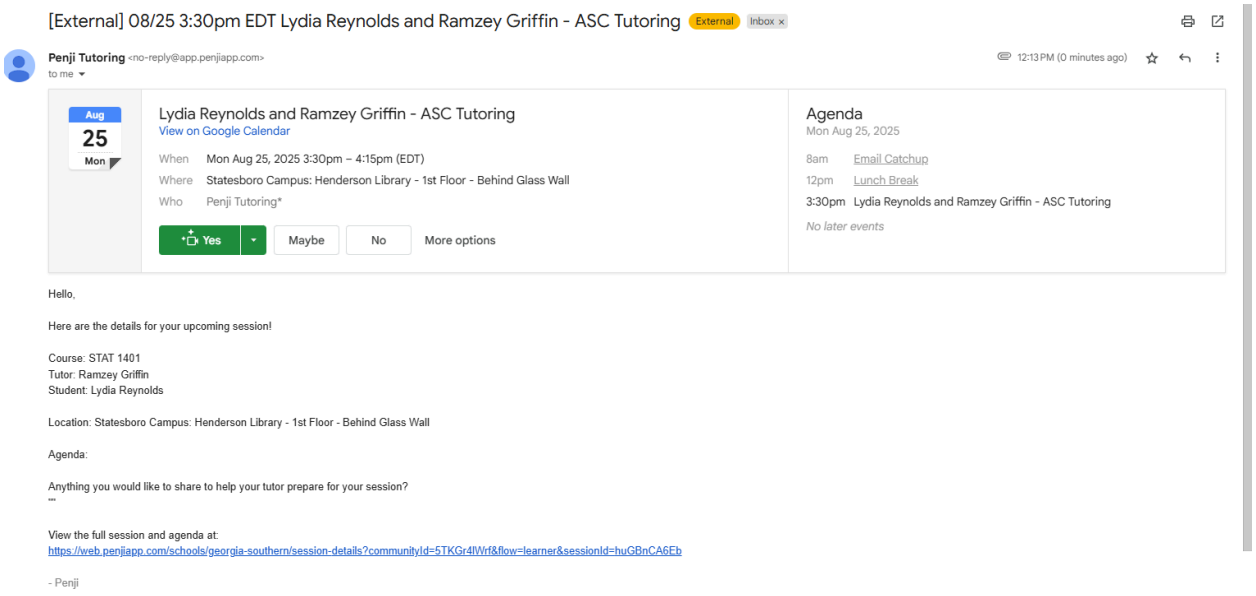


10. Confirm Session Request:

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



11. Confirmation Email will look something like this:



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

