Scheduling a Learning Center
In-Person Writing Tutoring Appointment

*Instructions for Desktop Users*
STEP 1:

Open the link below in your web browser and enter your CUNYfirst username and password. Chrome and Firefox are the preferred browsers.

https://brooklyn-cuny.campus.eab.com
STEP 2:

Click on **SCHEDULE AN APPOINTMENT** in the upper right-hand corner of the screen.
STEP 3:

A. Under the type of appointment you would like to schedule, select TUTORING AND ACADEMIC SERVICES.
B. Under SERVICE, select WRITING.
C. Select the date you would like to come in.
D. Click FIND AVAILABLE TIME.
STEP 4:

Select a day and time to schedule your appointment.

Brooklyn College Learning Center (Room 1300 B)

Tue, Apr 5th
10:00 - 11:00 AM
**STEP 5:**

A. Review the details of your appointment, add an optional comment, and select whether you would like text message and/or email reminders of your upcoming appointment(s).

B. Click **SCHEDULE**.

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**What type of appointment would you like to schedule?**

Tutoring and Academic Resources

<table>
<thead>
<tr>
<th>Date</th>
<th>04/05/2022</th>
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<table>
<thead>
<tr>
<th>Location</th>
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<tbody>
<tr>
<td>Brooklyn College Learning Center (Room 1300 B)</td>
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<table>
<thead>
<tr>
<th>Service</th>
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<tbody>
<tr>
<td>Learning Center in-Person Tutoring: WRITING</td>
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<tr>
<th>Time</th>
<th>10:00 AM - 11:00 AM</th>
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Would you like to share anything else?

*Add your comments here*

- [ ] Email Reminder
  
  Reminder will be sent to **your student BC email**.

- [ ] Text Message Reminder

  **Phone Number for Text Reminder**
  
  Your phone number.

**Schedule**