Online Schedule Instructions for the Writing Center

First, go to   www.supersaas.com/schedule/saic/writingcenter

CREATING AN ACCOUNT / SIGNING IN

To make an appointment, you have to create an account. If you already have an account, you still have to sign in.

To sign in, click the blue "sign in" link. You can also click the link in the top right corner or the link that pops up when you click on a time slot. Hit "Create a new user account" if you do not have one. (If you have one, then just sign in.)

Fill out the form with your information. Be sure to use your saic.edu e-mail address, but DO NOT USE THE SAME PASSWORD. When you're done, hit "Create."

Now you will be sent a confirmation e-mail. This e-mail has a link that you must click to confirm your account. Sign in to your e-mail and click it. This e-mail also has your username and password in case you forget. (If you forget your password and lose this email, you can also click the "Lost password?" link at the bottom of the sign-in screen. You will be prompted for your e-mail, and your password will be resent.)

After you have clicked the confirmation link, you will be sent back to the sign-in screen. Enter your password and hit "Log In."

MAKING AN APPOINTMENT

Find a time slot when you are free. The site shows you the current week. You can also look at other weeks, specific days, a list of upcoming available appointments, and a list of your upcoming appointments (if you have any). Also, you can use the small calendar in the top right corner to help you navigate.

Each time slot lists the tutors who are working at that particular time on that particular day. If there is more than one tutor working and you have a preference, we will try to accommodate you when you come in.

Each time slot also lists two numbers separated by a forward slash. The first is the number of students signed up for that slot. The second is the number of tutors working at that time.

When you find a time slot, click on it. Then click on "New Appointment" and then "Create Appointment." You will be sent a confirmation e-mail, but this e-mail does not contain a confirmation link. You do not have to do anything further. You will also be sent a reminder the day before your appointment.

Remember, you cannot have more than one appointment on the same day. And you cannot have more than two upcoming appointments.

ADDING YOURSELF TO A WAITING LIST

If you would like to sign up for a time slot that is already filled, you can sign up on the waiting list for that particular slot. Just click the time slot and then click "Add to waiting list." Then hit "Create Appointment."

If someone in front of you cancels, you will automatically be moved ahead. If a spot opens up, you will receive an e-mail confirming the appointment.

Remember, joining a waiting list counts as an appointment.

CANCELLING AN APPOINTMENT / TAKING YOURSELF OFF A WAITING LIST

To cancel an appointment, sign in and find your appointment. You can locate it on the schedule, or you can click "Agenda." This lists your upcoming appointments.

If you have located the time and date of your appointment on the schedule, click the time slot. If you have located your appointment on your "Agenda," click the paper-and-pencil icon next to it.

Now, the time slot's window should appear. Click the paper-and-pencil icon next to your appointment. Then hit "Delete Appointment." You will receive an e-mail confirming this deletion.

Follow the same process to remove yourself from a waiting list. (If you are on a waiting list you will see a W next to your listing, and it will be gray. Appointments appear in black.)

MAKING A STANDING APPOINTMENT

Contact us at wcenter@saic.edu if you would like to make a standing (weekly) appointment.