PANTHER SUCCESS NETWORK (PSN): CENTER FOR ACADEMIC SUCCESS (CFAS) STUDENT TUTORING MANUAL
Table of Contents

Accessing the Panther Success Network ......................................................................................... 3
Scheduling an Appointment .............................................................................................................. 6
Canceling an Appointment............................................................................................................... 10
Checking into an Extra Credit Workshop ....................................................................................... 12
Accessing the Panther Success Network

To access the PSN, visit https://my.fiu.edu.

Click on the Login to MyFIU button.

Log in using your FIU Panther ID # or username and password.
Upon successful log-in, you will see your Student homepage.

On the right-hand side, you will find the Academic Advising tile. Click on this tile to access all Advising related items.

Click on the Success Network tile found on the Academic Advising page.

To access the Panther Success Network, click on the Go to the Panther Success Network button.

If you wish to view Tutorial materials, click on the Tutorials and Resources link.
<table>
<thead>
<tr>
<th>You will be redirected to the <em>Panther Success Network</em> website.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Log in using your FIU username and password.</td>
</tr>
</tbody>
</table>

![Login to GradesFirst SP](image)

*Login to GradesFirst SP*

- **FIU Username (e.g.: jdoe001)**
- **Password**
  - Forgot your username?
  - Forgot your password?
  - Need Help?

*Login*
Scheduling an Appointment

To schedule an appointment for tutoring click on the Schedule an Appointment button at the top right-hand corner of your Student homepage.

You will be redirected to the Schedule Appointment page.

Begin by selecting Tutoring – Center for Academic Success from the dropdown menu.

A new dropdown menu will appear. Select the subject area of the course that you wish to schedule a tutoring session.
Next, select the appropriate course listed in the dropdown menu that appears.

Click Next.

You will now be redirected to the next page. Select from the drop-down menu the location where you wish to schedule your appointment.

Next, select the name of your assigned advisor/coach that you wish to meet with.

Note: if you do not have a preference in tutor, you can continue and click Next.
You will now be redirected to the next screen. You will be able to select from a series of available times.

The times are displayed within a one-week timeframe. Select the morning or afternoon block on the day you wish to meet with a tutor.

A drop-down menu will appear with the available session times.

Select the time you wish to schedule your session.

Click Next.
Before the appointment is scheduled, you will be given the chance to confirm the appointment details.

Click on **Confirm Appointment** to schedule.

Note: When an appointment is scheduled, you will receive an email confirming the appointment. A reminder email will be sent before the appointment as well.
Canceling an Appointment

Should you need to cancel an appointment once it has been scheduled, you may do so on the Student homepage.

To cancel an appointment, begin by locating the appointment that you wish to cancel. It will be listed in the Upcoming Appointments table located below the Schedule an Appointment button.

Click on the link that specifies the class that applies to this tutoring session.

The Manage Appointment pop-up window will appear.

Click on the Cancel My Attendance link in this window.
Select a *Reason* from the drop-down menu for why you wish to cancel your appointment.

Click on the *Mark as Cancelled* button to confirm.

Once confirmed, a red banner at the top of the Manage Appointment window will appear.

Click on *Close* to exit.
Checking into an Extra Credit Workshop

To facilitate the check-in process with remote sessions, begin by clicking on the Schedule An Appointment button on your PSN homepage.

You will be redirected to the Schedule Appointment page. Locate and select Tutoring – Center for Academic Success in the dropdown menu.

A new dropdown menu will appear.

Locate and select Extra Credit Workshop in the dropdown menu.
A new dropdown menu will appear.

Locate and select the name of the session that you wish to attend.

You will be redirected to a new screen.

Select the location of your workshop session from the dropdown menu.

Click Next.
You will now see the available Drop-In sessions for this particular workshop.

Note: The list of sessions that are available will only appear during the session’s scheduled time.

Please be careful to look for the session you signed up for. Your workshop leader’s name will be specified.

You will also see the Zoom link for this session provided as special instructions.

Click on the Drop-In Session button to notify your leader that you are attending.

You will receive a confirmation message. You may now connect to your workshop session using the provided Zoom link.

If you have questions after reviewing this tutorial, please contact Advising Technology at advtech@fiu.edu.