



Panther Tutoring Network (PTN)
CfAS Student Manual

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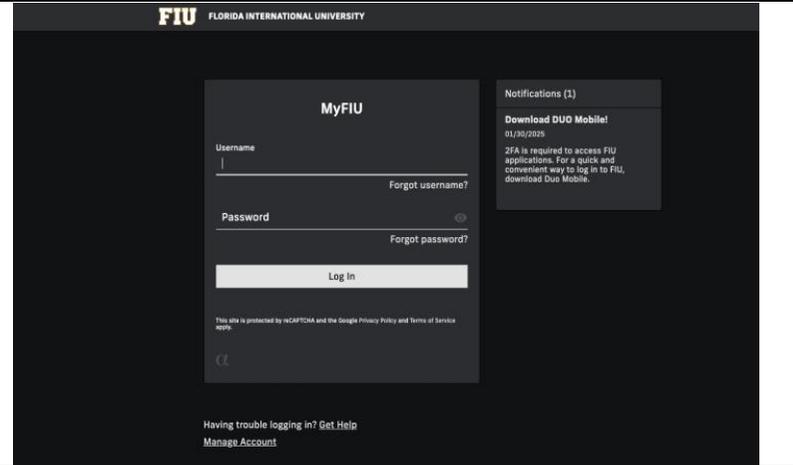
LOGGING INTO THE NEW PANTHER TUTORING NETWORK (PTN)

To log into the Panther Tutoring Network (PTN), visit <https://my.fiu.edu>

Click on the **Login to myFIU** button.



Log in using your **FIU Panther username and password**.



In your myFIU student dashboard click on **Academic Advising**.



Click on **Success Network**.

In the page that follows you will find **Panther Tutoring Network (PTN)** listed in the sidebar.

Click on **Panther Tutoring Network (PTN)**.



THE PTN DASHBOARD

Your **Dashboard** will be your homepage to the NEW Panther Tutoring Network (PTN).

Each feature you see on your dashboard is called a **Widget**.

From this page, you will find a widget for the following:

- **Upcoming Appointments**
 - Contains all relevant information for your upcoming appointments, listing the subject, reason, location, and time for the current day.
- **Scheduling an Appointment.**
 - Through this widget you will search for availability and schedule appointments. (see the following page.)
- **Surveys/Documents**
 - Lists any surveys or documents regarding your tutoring appointments that require your attention.

A screenshot of the PTN Dashboard interface. The top navigation bar includes a "Log Off..." link and a notification bell. The main content area features the FIU logo and "FLORIDA INTERNATIONAL UNIVERSITY" text. Below this, there are several widgets: 1. "Schedule a Tutoring Appointment" widget with a red arrow pointing to it, containing dropdown menus for "Choose a center:", "Schedule an appointment for course (Example 101 -)", and "Reason for Appointment (Choose a service / reason...)", along with a "Search..." button. 2. "Surveys/Documents" widget with a red arrow pointing to it, containing the text "Please complete the following surveys/documents:". 3. "Upcoming Appointments" widget with a red arrow pointing to it, displaying a card for an appointment: "MMC Appt with bob builder", "CFAS Phone: (305) 348-2441", "Reason: Course Concepts", "Subject: Example 101", "Location: GL120", and "When: at 11:30a - 12:20pm".

SCHEDULING AN APPOINTMENT

On your dashboard, find the **Schedule a Tutoring Appointment** widget.

Fill in all the appointment fields, such as choosing a **Center**, **Course**, and **Reason**.

Depending on your **Reason**, after choosing a **Reason** a pop-up menu may appear, allowing you to choose a specific reason associated with the reason category. Click **OK**.

Once completed, click **search**.

A pop-up menu will then appear showing soonest available appointment times first for your requested course and reason.

You are able to choose a different date by changing the date at the top.

When a desired time and day is found, **Click the Available Slot**.

In the next screen, review your selected appointment information. If everything is correct, click **Save**.

Schedule a Tutoring Appointment

Choose a center:
Choose a location:
For student: **Sabrina Wahid**
Schedule an appointment for course: And
Reason for Appointment:

Please choose a service / reason...

Please choose one of the following choices:

- Microsoft Excel (General Usage)
- Microsoft Excel (QMB Course Specific)
- Microsoft Powerpoint
- Microsoft Word
- Navigating Canvas

Schedule a Tutoring Appointment

Subject: **CHM2210 - Organic Chem I**
Reason: **Course-Based Tutoring**

There are 8 slots of time available. Please choose one that works for you...
Choose a different date:

Wed, Jun 18 2025	
1000a-1050a	Wed Jun 18 1 on 1 In-Person  Sean Khan MMC GL120
1100a-1150a	Wed Jun 18 1 on 1 In-Person  Sean Khan MMC GL120
1200p-1250p	Wed Jun 18 1 on 1 In-Person  Kevin Jimenez MMC GL120

Schedule a Tutoring Appointment

Subject: **CHM2210 - Organic Chem I**
Reason: **Course-Based Tutoring**

Student: Wahid, Sabrina **Consultant:** Sean Khan **Date:** 06/17/2025

Status: **Center:** MMC

Tue, June 17th 2025 **Subject:** CHM2210 - Organic Chem I

Start Time: 01:00pm **End Time:** 01:50pm **Duration (In-Min):**

Reason: Course-Based Tutoring

Meeting Type:
 In-Person
By selecting in-person, you agree to appear at the in-person location listed below at the specified time.
In-Person Location: GL120

Sched By: 2025-06-17 12:01:17 Admin Manuel Hernandez
Sched Mod By: 2025-06-17 12:01:17

LOGGING IN & OUT OF KIOSK

Logging In/When You Arrive

After arriving at the on-campus location, you will be required to **Log In at the kiosk by the front desk**, for your appointment, using your PID.

Enter your PID and click Log In.

In the pop-up menu that follows, select your center and then fill in the appropriate information for your appointment. Then click **continue**.

Logging Out/When You Leave

After your appointment is complete and you are ready to leave, first proceed to **Log Out at the kiosk by the front desk** through the same method as logging in.

Enter your PID and click Log Out.

After you click Log Out, fill in the information based on the appointment you just completed. Then click **continue**.

The image shows two screenshots of a kiosk interface. The top screenshot is the main login screen with the following elements:

- Header: "Welcome to the MMC!"
- QR code: A square QR code with a small logo in the center.
- Text below QR code: "TracCloud by Redrock Software"
- Input field: A large white box with the text "Enter Panther ID".
- Buttons: Two buttons at the bottom, "Log In / Out" (with a right arrow icon) and "Time Check" (with a clock icon).
- Top right corner: A small dropdown menu labeled "Who is in".

The bottom screenshot is a pop-up menu titled "KIOSK Choose a Subject and Reason for Visiting". It contains the following sections:

- Text: "Sabrina, please choose a Subject, Consultant and Reason:"
- Subject dropdown menu with options: CHM2210 Organic Chem I, CHM2211 Organic Chem II, CHM2211L Organic Chem Lab II, COP3337 Programming II, ENC3249 Prof Tech Writing Comp.
- Consultant dropdown menu with options: First Available, Sean Khan, Antonina Shachar, Matthew Torres.
- Reason dropdown menu with options: APA Formatting, Correct English, Course-Based Tutoring, Grammar & Punctuation, Literacy Support: Evaluating Abstracts.
- Continue button: A button with the text "Continue" and a right arrow icon.