SCHEDULING A LEARNING DEN APPOINTMENT

Step 1: Log into your http://my.jhu.edu portal with your JHED ID and password. 
Note: you cannot use an alias of your JHU email. Also, email Hope Fisher if you are having issues with signing into the scheduler.

Step 2: Click on the Education icon

There is no limit to the number of sessions a student may attend, so if the student wants to sign up for several sessions, just repeat the process 😃
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Step 3: Click on the search availability button.

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**Step 4:** Select the learning den center from the drop down menu.

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Step 5: After selecting the center all course with tutoring programs will be displayed.

| Search Criteria | Available Time Slots:
|-----------------|------------------
| Key: drop-in, move the mouse over an availability to view the location and other instructions. | Enter the search criteria and click Search. |
| Center: Learning Den | |
| In the "section" field, select the subject you want to schedule. Then click "Search" on the bottom. | |
| Section: CHCICE REQUIRED | |
| Section: | |
| EN.540.203 1 20:901 | Engr Thermodynamics |

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Step 6: After you click Search, you will see all of the open sessions, like this:

If you DO NOT SEE ANY SESSIONS, it means that the sessions are full for the next two weeks. In which case, please tell Hope Fisher that extra sessions can be added if possible.

Select the session that you would like to attend.

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Step 7: After clicking the session you would like to attend confirm by pressing save. You will get an email regarding your appointment.

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