

University Tutorial Services
Tutorial Database Instructions

1. The database can be accessed on the University Tutorial Services webpage (<https://app.semo.edu/LAPS/STOS/Login.aspx>).
2. Once on the database, enter your Southeast username and password.
3. Once logged in, please enter your preferred contact phone number. In the event that there is an update, this is the number that will be called. Once the number is entered please click "Save Information".
4. **Signing up for a Learning Assistant:**
 - a. If you wish to sign up for a Learning Assistant, click **Request Learning Assistant** next to your course.
 - b. Once you select the course, all of the available days currently in the database will appear. Select the **day** and indicate a **time**.
 - c. Once a time has been indicated, all Learning Assistants who have that time and date available will be displayed.
 - d. Once you have selected a **Learning Assistant**, press **Request Appointment**.
 - i. If the appointment request has been accepted by our system, a pop-up screen will appear confirming the appointment was accepted. The appointment will then display under **Appointment** and have a Pending status.
 - ii. When the appointment is approved, you will receive an email in your Southeast email account from "DoNotReply@semo.edu" informing you that your appointment has been approved and outlining the specifics of your session.
 - iii. Please note **YOUR TUTORIAL APPOINTMENT IS NOT APPROVED UNTIL YOU RECEIVE AN APPROVAL EMAIL FROM UNIVERSITY TUTORIAL SERVICES.**
 1. If you do not receive an email within 24 hours, please contact University Tutorial Services at tutorialservices@semo.edu.
 - e. If the appointment times do not work for you, select I am unable to attend at these times.
 - f. If you select a course in which we do not have a Learning Assistant, a message will be sent to University Tutorial Services.
5. **Rescheduling a Session**
 - a. Cancel your current tutorial session.
 1. Once this cancellation has been approved, you will receive a confirmation email.
 2. A new request cannot be submitted until the first request has been terminated.
 - b. Submit a new tutorial request.
 - c. The tutorial request must be approved by UTS staff before you can meet at the new time.
6. **Terminating a Session**
 - a. Access the tutorial database.
 - b. Select "Request Removal"
 - i. Once your removal has been approved, you will receive a confirmation email.