

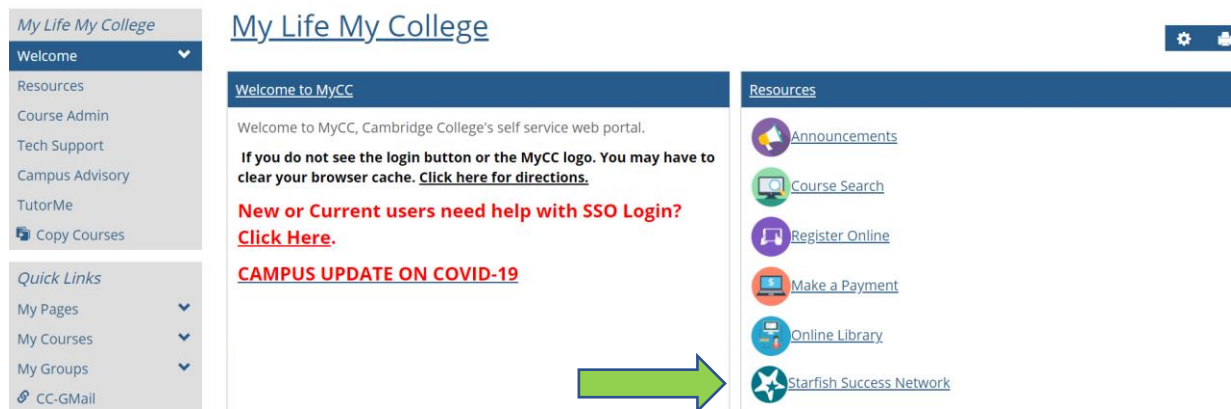
## Directions to access remote tutoring

Accessing remote tutoring is easy! Follow these 10 simple steps to set up and begin your remote tutoring appointment, [or click here to watch a video \(5:06\)!](#)

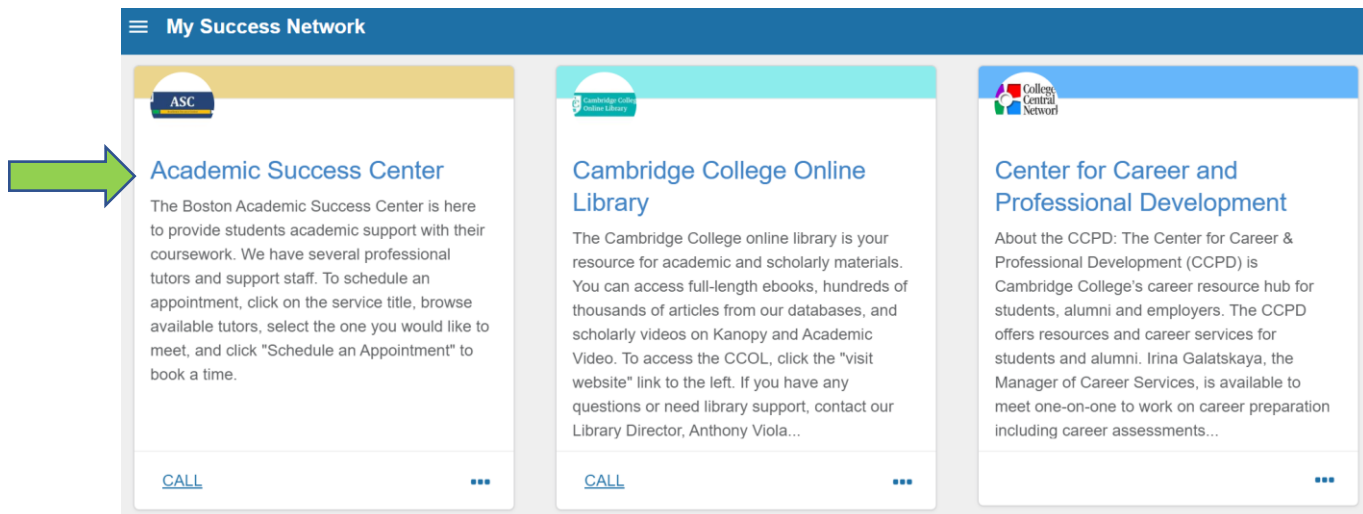
1. Go to MyCC at: <https://mycc.cambridgecollege.edu/ics> and log in with your network login (SSO)



2. Click the Starfish button on the homepage to access your starfish success network.



3. Click the Academic Success Center Service



4. Select the tutor you want to visit and click his or her name. You can see their areas of expertise and general hours under their names.

**ASC** Academic Success Center




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Hours  
10:00am-9:00pm varies by day


Contact  
[Send an email](#)  
[Call \(617\)-873-0499](#)  
[Visit website](#)

Location  
In Boston, rooms 1321-1323 & 1406

Team Members

-  **Youssef Asni**  
Accounting/Excel Tutor (Tu 5:15-9:00 & Wed 5:15-9:00)
-  **Gilda Bruckman**  
Writing Tutor (Tu/Th 3-9, W 3-5:15, F 12-4:30)
-  **Rachel Cuniberti**  
Writing Tutor (W 3:00-7:30)

5. Click "Schedule an appointment"

 **SCHEDULE APPOINTMENT**

Contact

This Week's Office Hours  
Online Tutor: Tuesday & Wednesday 5:15 - 9:00 PM

6. Click the appointment type. In this example "Accounting Appointment" and select what you need to work on. In this case "Excel."

What do you need help with?

Accounting Appointment 

Accounting   Excel

7. Select a day and time and click "continue"


03-21-2020 → 03-31-2020


Show: All session types

← **March 2020** →

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Tuesday, March 24 5 available

- 5:15 pm - 6:00 pm  
Meet by ZOOM 45m
-   6:00 pm - 6:45 pm  
Meet by ZOOM 45m
- 6:45 pm - 7:30 pm  
Meet by ZOOM 45m

[BACK](#)  **CONTINUE**

8. Verify your appointment time, note the ZOOM link for the tutoring session (this is what you will use to access the tutoring session), and click “confirm” to book your appointment.

Date and Time   
Tuesday, March 24  
6:00 pm – 6:45 pm

Reason for Visit  
Excel [Change](#)


Location  
Meet my ZOOM  
At your time, log in with this link: <https://cambridgecollege.zoom.us/j/505352736> 

Course  
[Add a course](#)


If you want, tell us a little bit about what's going on so we can help


[BACK](#)  [CONFIRM](#)

9. You will receive an email confirming your tutoring appointment. At the time of your appointment, highlight the ZOOM link from the email, and copy and paste it into a web browser.


Hi 

We're confirming that you have scheduled the following appointment:

**Scheduled By:** 

**Meeting With:** Youssef Asni and 

**Date:** 3/24/2020 6:00 PM EDT

**Location:** Join by ZOOM (At your meeting time, copy and paste this link: <https://cambridgecollege.zoom.us/j/476315987>) 

**Reason for Meeting:** Excel

To make changes to your appointment, please go to Starfish.

10. Your ZOOM appointment should download and run. To learn more about starting and managing a ZOOM session, watch this short video linked here (5:40): [https://youtu.be/PRd4iqU\\_6EI](https://youtu.be/PRd4iqU_6EI)