How to Sign Up for a MYL Session on Penji

1. Go to <u>Penji</u> Note: It will say you do not have an account. Select continue.

No account found! Click "Continue" to get started. If you think this is incorrect, you can also try logging in again. If you still cannot log in, email support@penjiapp.com for help.

> BACK TO LOGIN CONTINUE

This will only occur once. Please then sign up following the instructions and single signon.

2. This is what the home screen will look like:

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CLASS	🖓 🔔 Samantha
S yracuse University	Schedule a 60-minute individual tutoring session
Student Home	Schedule a 60-minute FREE MYL session
P Tutor Home	CLASS Individual Tutoring Policies and Procedures
() Help	Need a voucher? Check to see if you are a part of any of these departments on campus:
Settings	YOUR TUTORS

Choose "Schedule a 60-minute FREE MYL session". If you do not see the MYL choices, select "Edit your courses" and then "join another course". That will lead you to pick one of the following: Л

SUGGESTED COURSES	
[FREE] Motivation Session with CLASS	>
[FREE] Test-taking Strategies Session with CLASS	>
[FREE] Time Management Session with CLASS	>

3. Once you have picked what type of session you would like, you will be able to select a time for the session:



You will then pick an MYL leader, labeled "tutor", and once in their bio you will choose "select".

It will then prompt you to pick a location. THERE IS ONLY ONE LOCATION FOR MYL SESSIONS – Inperson at the CLASS office. Even if more options are listed, you will be expected to meet the leader at Bird library. Please select "Bird library – CLASS office – For MYL sessions ONLY!".

It will then show you a screen with the session information. Please select "complete" and then "create". Once scheduled, the session will appear on your Penji home screen:

Maya Samantha	
YOUR ACTIVITY	
Jpcoming By Day of Week By Tutor	
TOMORROW	
FREE] Test-taking Strategies Session with CLASS	Wednesday 2:30pm - 3:30pm
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