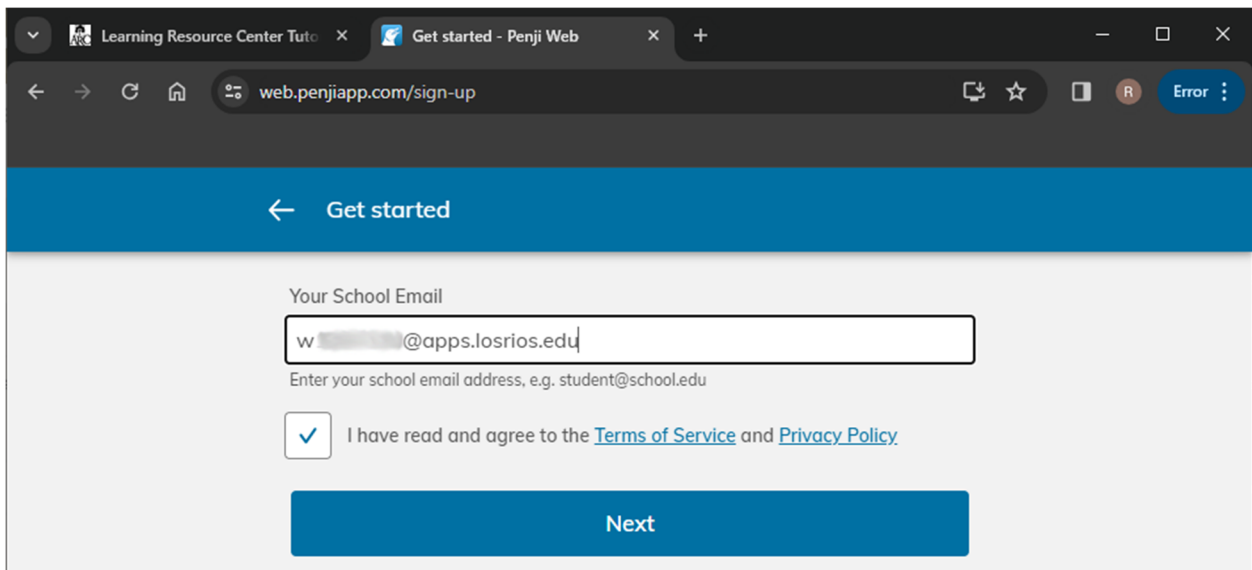


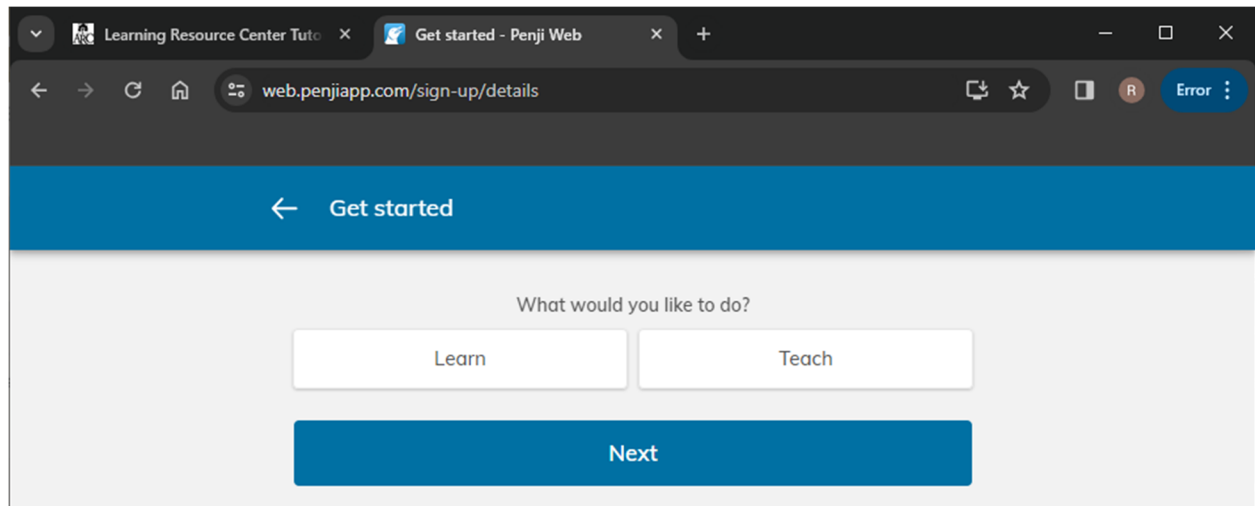
To start, go to web.penjiapp.com, and click on "Get Started"



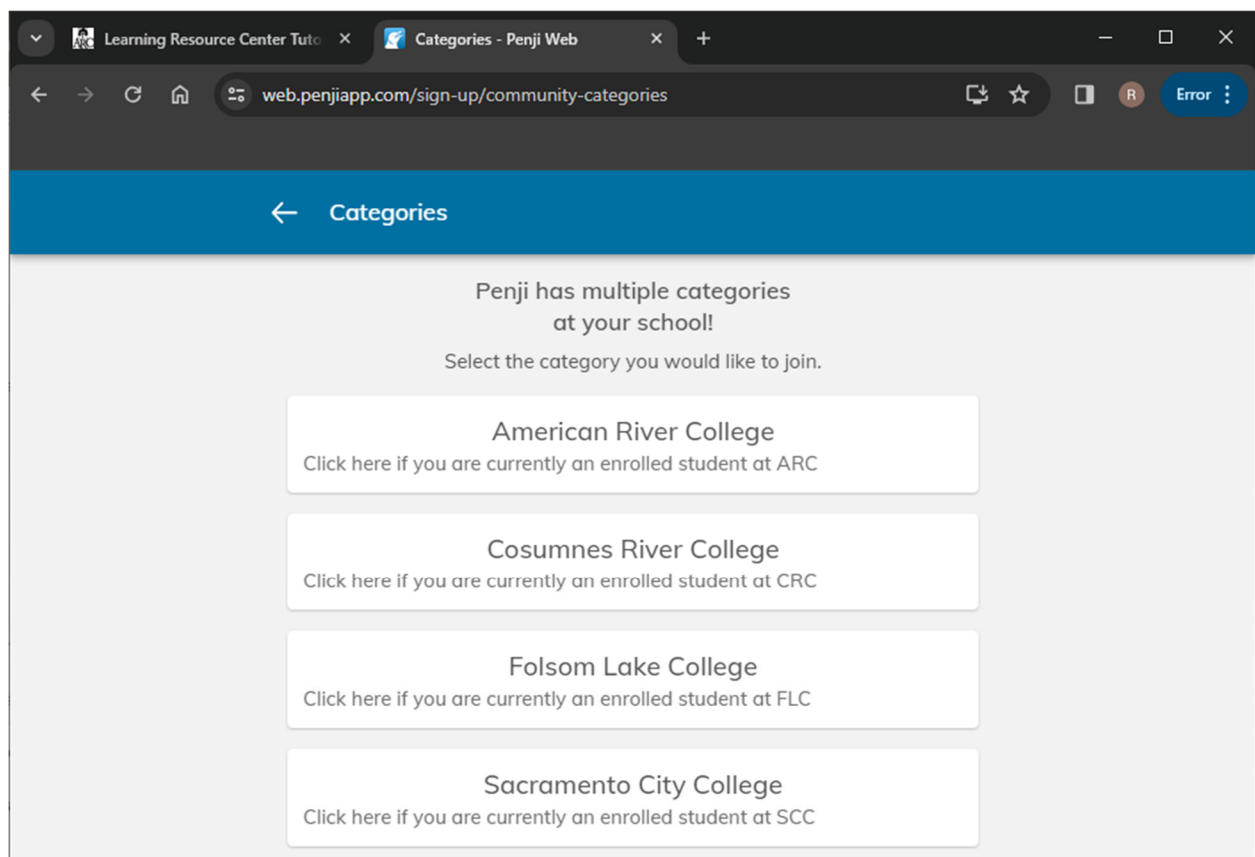
Enter your w-id email and read/agree with the Terms of Service and Privacy Policy. Proceed by clicking Next.



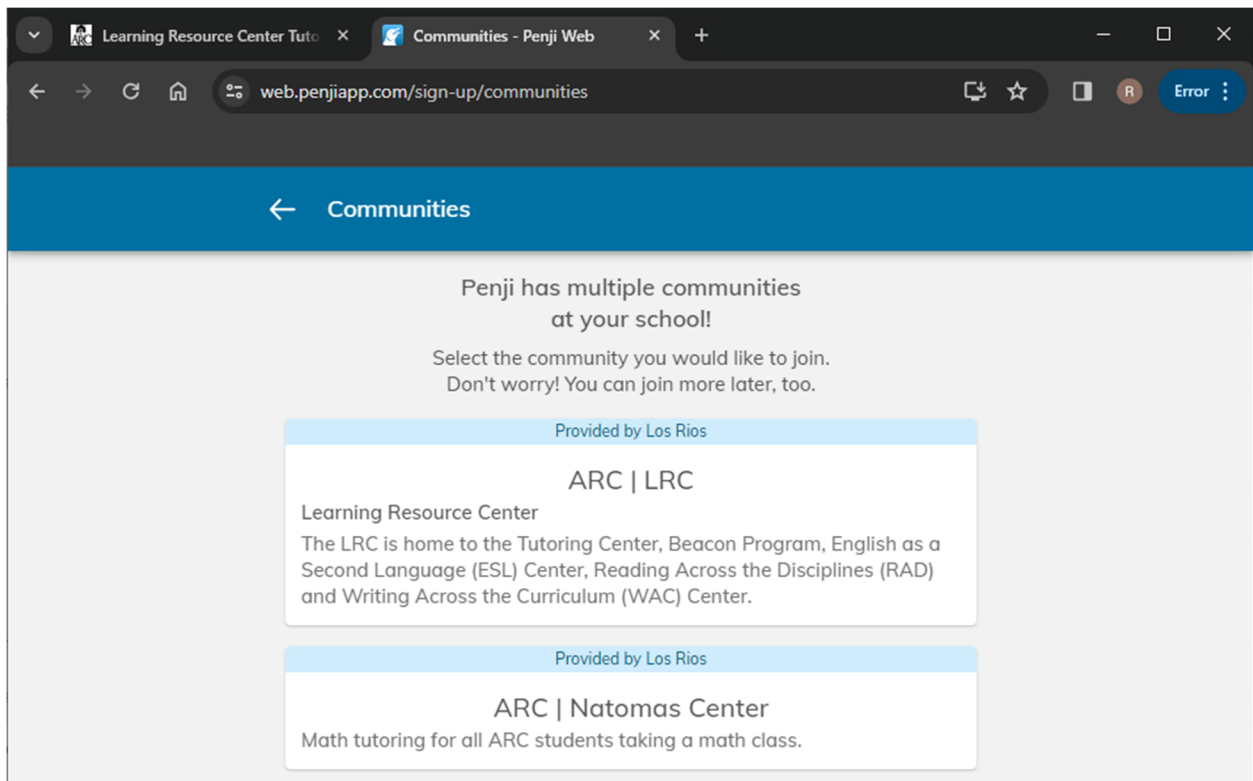
As a student looking for tutoring, you want to select Learn and then Next.



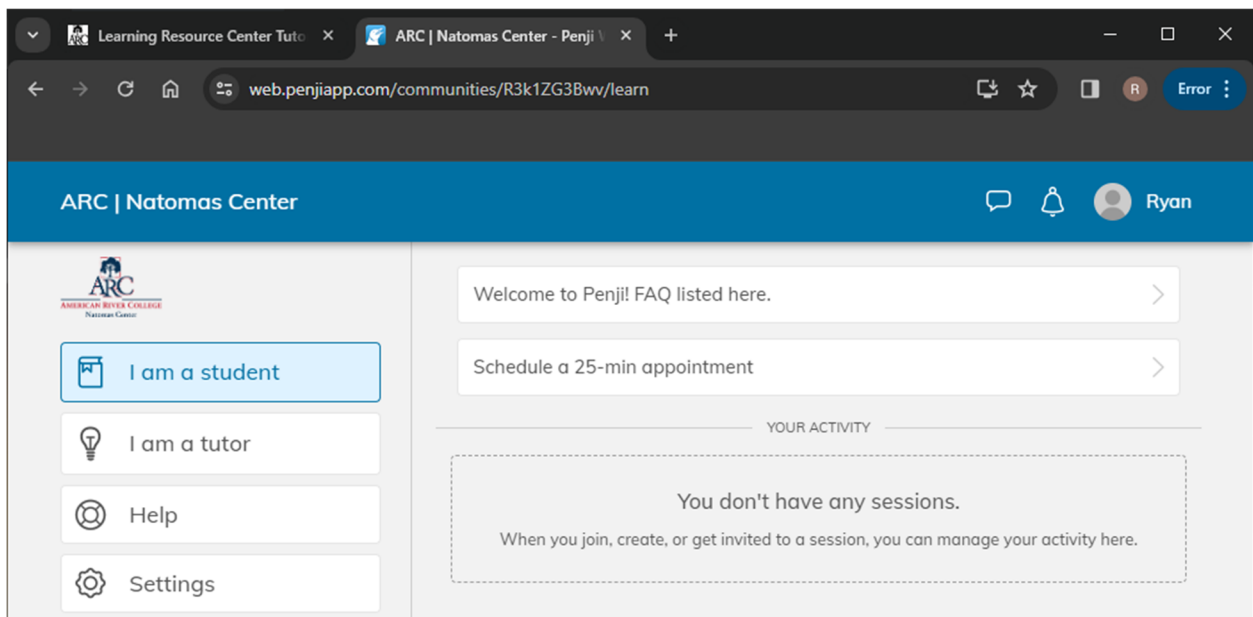
When asked to select a college as a Category, select American River College.



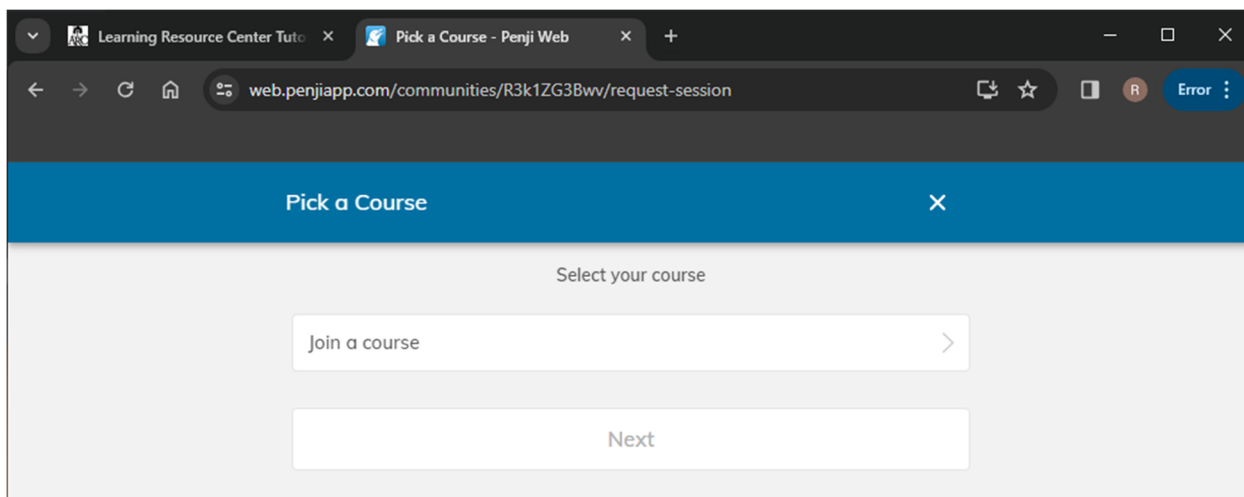
When asked to select a community, select ARC | Natomas Center. Communities can be changes when looing for a tutor.



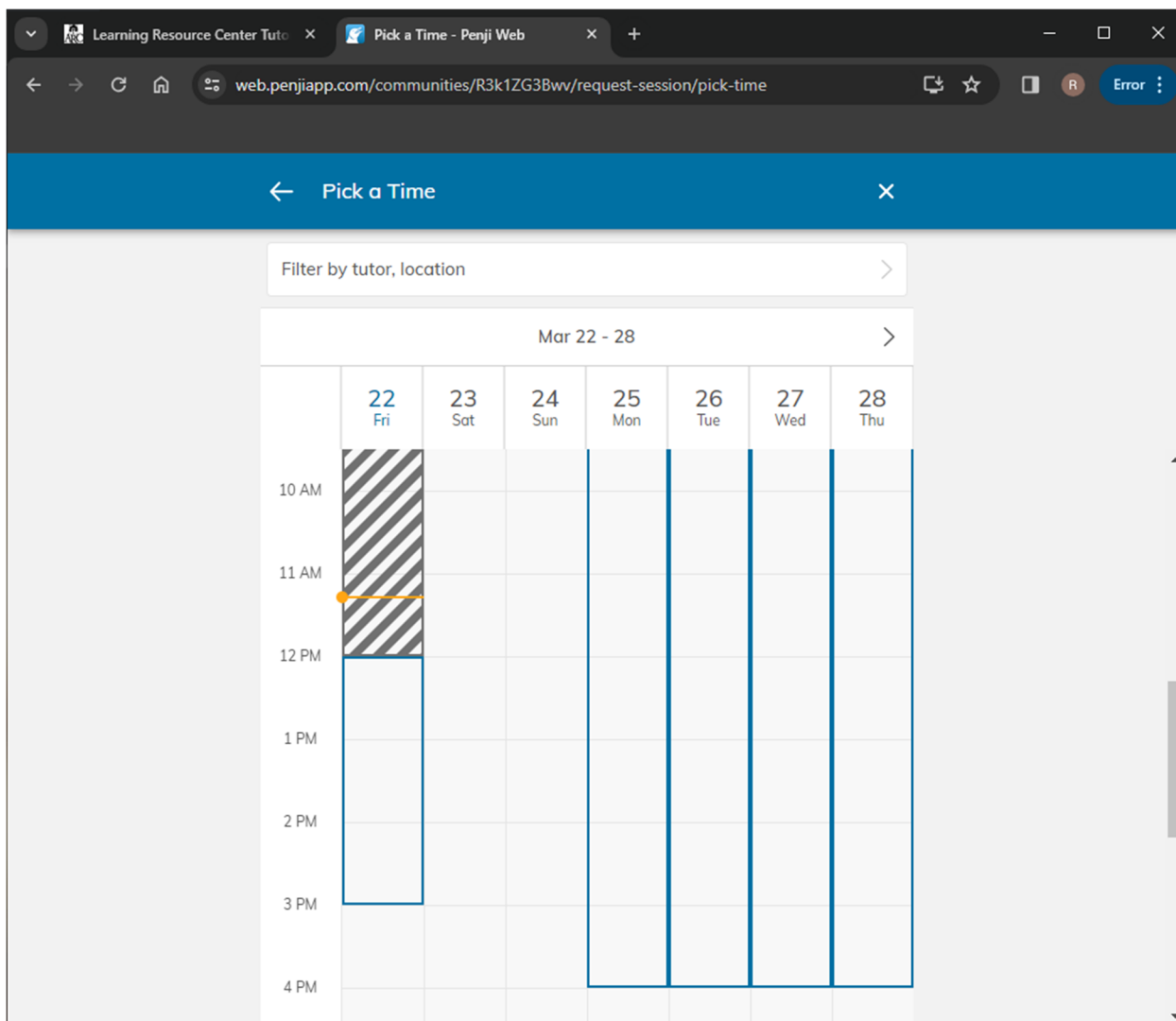
This is your student portal. From here you can schedule one-on-one tutoring appointments. To schedule an appointment, select "Schedule a 25-min appointment"



If this is your first time scheduling an appointment for a course, you will need to join it first. Select a course you are currently needing help with.



The area inside the blue rectangles represents the available tutoring times.



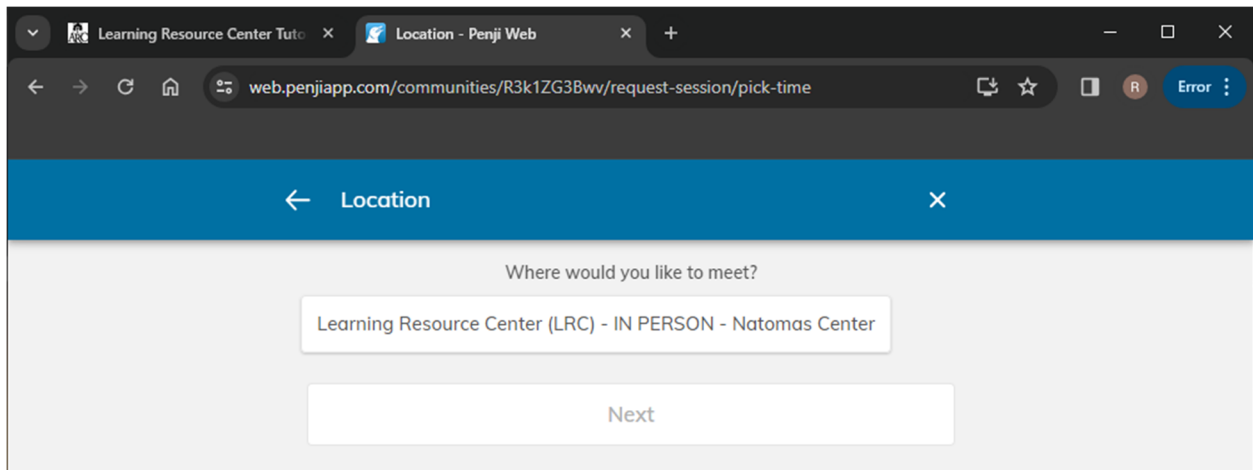
Select a 25-min block by clicking on it.

The screenshot shows a web browser window with the URL `web.penjiapp.com/communities/R3k1ZG3Bw/request-session/pick-time`. The page title is "Pick a Time". At the top, there is a search bar labeled "Filter by tutor, location". Below that is a calendar for the week of "Mar 22 - 28". The days of the week are listed as 22 Fri, 23 Sat, 24 Sun, 25 Mon, 26 Tue, 27 Wed, and 28 Thu. The time slots are listed on the left as 10 AM, 11 AM, 12 PM, 1 PM, 2 PM, 3 PM, and 4 PM. A blue box highlights the 12 PM to 1 PM slot on Friday, March 22. A tooltip for this slot displays "1:00 PM - 1:25 PM PDT" and an "Edit" link. A blue "Select" button is visible within the tooltip.

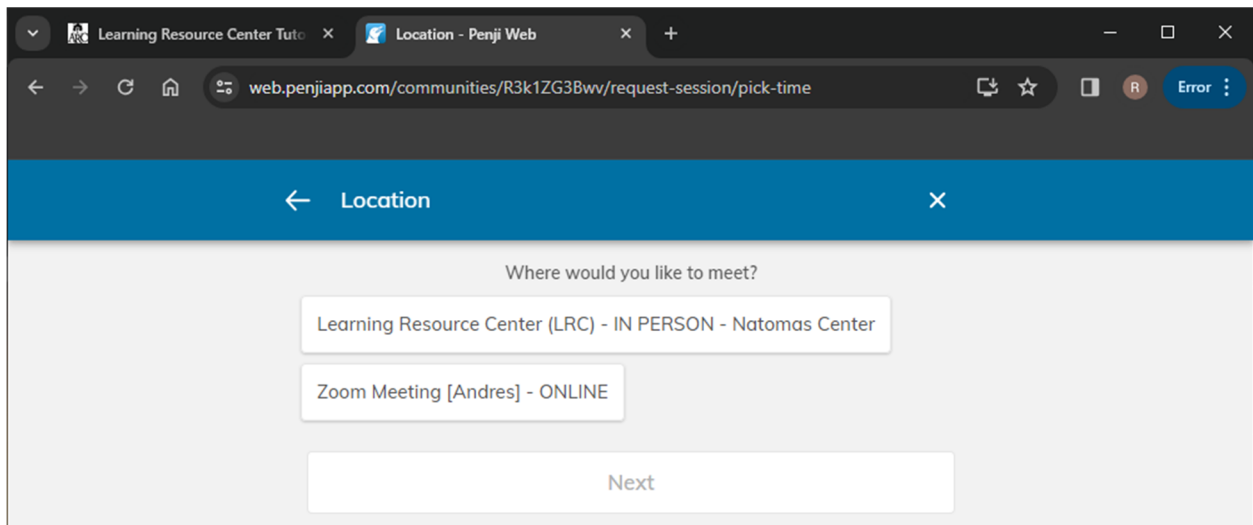
Select a tutor that is available at the desired time.

The screenshot shows a web browser window with the URL `web.penjiapp.com/communities/R3k1ZG3Bw/request-session/pick-time`. The page title is "Available Tutors". The main heading is "Which tutor would you like?". Below this, there is a card for a tutor named Kiersten Roush. The card includes a circular profile picture of Kiersten Roush, her name "Kiersten Roush", her subject "Mathematics", and her status "Graduated in 2010, Undergraduate". A right-pointing arrow is located to the right of the card.

If the tutor only has in-person tutoring hours available, the only location would be our Learning Resource Center (LRC) at the Natomas Center



If the tutor has online availability, a Zoom location will also show up. The Zoom location is the tutor's Zoom room.



You will get the option to overview the tutoring appointment before scheduling it. Select “Complete” to schedule your one-on-one tutoring appointment.

