

## FREE Online Accounting Tutoring:

If you are enrolled in an accounting class at Clackamas Community College, and would like to ask questions about your homework, we now have an accounting tutoring services available.

### There are three options for FREE Accounting Tutoring:

1. \*Visit one of our Accounting Tutors in person for **drop-in** tutoring. See website [www.clackamas.edu/tutoring](http://www.clackamas.edu/tutoring) for times and availabilities.
2. Register for an **online** or a **face-to-face** appointment with a specific tutor at a specific time. See below for additional instructions.
3. For shorter questions use the “Ask My Instructor” button at the top of your MyAccountingLab to email a tutor for a response. Simply replace your instructor’s email with [accountingtutor@clackamas.edu](mailto:accountingtutor@clackamas.edu) to ask a question. Please see below for detailed instructions.

**\*For best results we strongly encourage you to come to the Oregon City Campus in the Dye Learning Center to visit one of our Accounting Tutors in person.**

If that is not feasible below are directions for registering for online or face-to-face appointments.

### Registering for Online or Face-to-face Appointments

#### Step 1. Create an account:

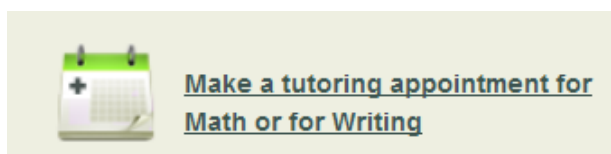
- Go to: <https://clackamas.mywconline.com>

OR

Go to: the Learning Center Page on

[www.clackamas.edu/tutoring](http://www.clackamas.edu/tutoring) and click “[Make a tutoring appointment for Math or for Writing](#)” link.

- Once you are one the website “Click here to Register” and complete the form using your Clackamas e-mail and password.



#### Step 2. Make an appointment:

- Go to: <https://clackamas.mywconline.com>

- log-in using your Clackamas e-mail and password.

- Select the Accounting Schedule.

- Click on the available half-hour appointment (white boxes) you wish to schedule.

- Fill out the form that will appear indicating **face-to-face** or an **online** appointment.

- Click "Save Appointment"

A screenshot of a web form titled "Clackamas Community College Learning Center". The form contains the following elements: a heading, a question "First visit? Click here to register. Returning? Log in below.", an "EMAIL ADDRESS:" label with a text input field, a "PASSWORD:" label with a text input field, a "CHOOSE A SCHEDULE:" label with a dropdown menu showing "Summer 2014 Math 20 Scheduled ...", a "Check box to stay logged in:" with a checked checkbox and a help icon, and a "LOG IN" button at the bottom.

#### Step 3. Your appointment:

- **Face-to-face appointments** please check in with a tutor in a green vest in the Academic Computing Lab in the Dye Learning Center to let them know you have arrived. Accounting tutors will wait 5 minutes before marking you as “No Show”.

- **Online appointments** please login to <https://clackamas.mywconline.com> at your appointed time. Click on your red appointment as early as five minutes before your scheduled time then click on “Start or Join Online Consultation”. Please log into your MyAccountingLab before you begin your session.

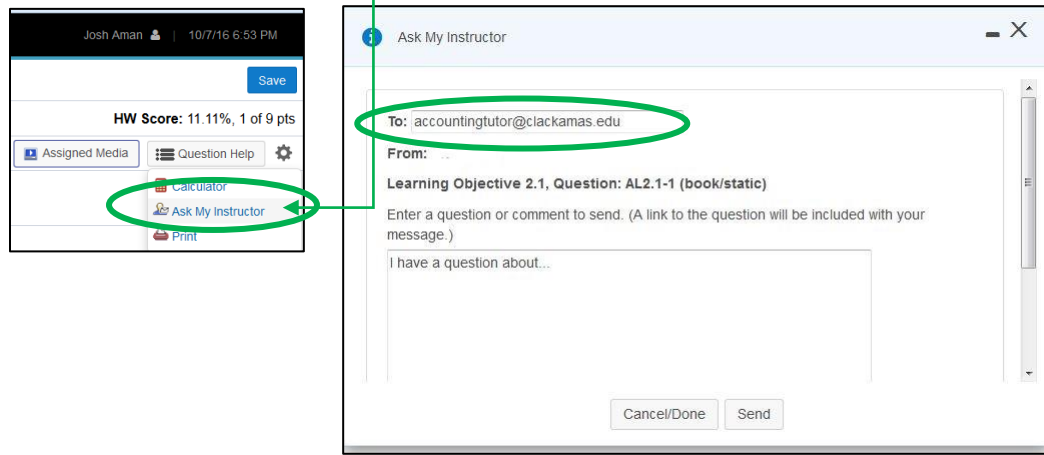
- Bring your text book, proper study materials, questions, positive attitude, etc.

### **If you need to cancel your appointment:**

You can cancel your appointment electronically by clicking on your yellow or red appointment box and selecting “Cancel this Appointment” or contact a tutor at [tutoring@clackamas.edu](mailto:tutoring@clackamas.edu) or call us at 503-594-6632.

### **“Ask My Instructor” Directions (may have a delayed response time)**

Click on the **Ask My Instructor** button at the top right hand side of your screen and type in [accountingtutor@clackamas.edu](mailto:accountingtutor@clackamas.edu) to send an accounting tutor your question. Please be as detailed as possible when typing your included message.



**This free online accounting tutoring service is provided by student accounting tutors and is offered for the first time this term on a trial basis.** Once a tutor receives your emailed accounting question a tutor will do their best to respond within 24 hours Monday–Thursday in order of first come first served. We cannot offer a guaranteed immediate turnaround, and some questions may be beyond our scope, but will do our best to show you how to arrive at the correct answer. **This means we are not giving you the answers, but providing guidance on how to solve it.** Example: we may be able to catch if you left out an account or overlooked something in your ledger. We can also help explain features and learning modules on MyAccountingLab.

Please plan ahead accordingly so you will not be late in turning in your homework. **A tutor’s response time is not a valid reason for late homework and will not be excused by your instructor. Tutors will not be held accountable for low scores, but will never “make up” an answer or intentionally lead you astray.**

### **Parameters:**

**We will only respond to emails from a current @student.clackamas.edu, or from MyAccountingLab generated emails, no personal email addresses please.**

**If you submit a question and find the answer before we respond please cancel your request so we can conserve tutor’s resources.**

\*Remember your best bet for quality accounting tutoring is to come to our campus for face-to-face tutoring. See website for hours [www.clackamas.edu/tutoring](http://www.clackamas.edu/tutoring).

**\*\*NOTE we are unable to help you with your MyAccountingLab login. The MyAccountingLab tech support number is 1-844-292-7015 and are available 24/7.**

\*\*We may be able to help you troubleshoot your account in person if you visit us in the Dye Learning Center.