

Dear Graduate students,

Our Tutoring and Writing Center (Olin Library) has launched a new scheduling software for this academic year (**Called "EAB-SSC"**). Below you will find instructions on how to schedule appointments. No need to come in person to do this - follow the steps below and you will be registered with the Tutoring and Writing Center for appointments.

Instructions for logging in to **Writing Consultant** schedule:

1. **Email** Ken (Yu) Zhao for a temporary password ([yzhao@rollins.edu](mailto:yzhao@rollins.edu)). He runs operations in the Tutoring and Writing Center.
2. Once you have your temporary password issued to you by Ken Zhao, **click** on this link: ([https://rollins.campus.eab.com/session/new?prevent\\_redirect=true](https://rollins.campus.eab.com/session/new?prevent_redirect=true)) and **Bookmark it in favorites** - you can make future appointments here.
3. **Log in** using temporary password
4. Once logged in, you can click on the silhouette at the top right, and then click "**update password**" to change your password.
5. **Schedule** appointments with Writing Consultants!

**For Tutoring appointments, email Ken Zhao (yzhao@rollins) or the tutor directly.**

Best wishes for a great semester!  
Dean Barreneche