

Graduate Students:

Our Tutoring and Writing Center (Olin Library) uses software to schedule appointments. Below you will find instructions on how to schedule appointments. There is no need to come in person to do this. You can simply follow the steps below to be registered with the Tutoring and Writing Center for appointments.

Instructions for making a **Writing Center** appointment:

1. **Email** Mistie Wollard for a temporary password ([mwollard@rollins.edu](mailto:mwollard@rollins.edu)). She runs operations in the Tutoring and Writing Center.
2. Once you have your temporary password issued to you by Mistie, **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 Mistie Wollard ([mwollard@rollins.edu](mailto:mwollard@rollins.edu)) or the tutor directly.