

## Using The Passport Kiosk for Drop In Tutoring

Before being able to offer “Drop In’s” for tutoring, you’ll need to set up your “My Availability” for Drop-In times (see instructions for setting up “My Availability”).

To open the Drop In Kiosk, log into [The Passport](#) staff website with your Cal Maritime credentials.

Once logged in, scroll down to the bottom right corner and select “Additional Modes”, then select “Kiosk”



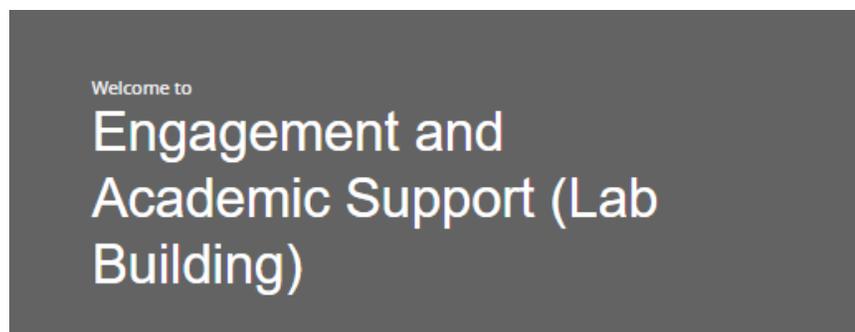
Select the “Engagement and Academic Support (Lab Building)” as your location:



Select “all available services”



The Kiosk should now be open! Please have students enter their student ID and select the subject they are there to receive drop-in tutoring for (the only subjects that should appear are the ones that you have selected as your tutoring areas).



Please swipe your card or sign in with your student ID

Remember, students will not be able to check in for Drop In tutoring if you have not set up your Drop In availability for the time they are checking in for drop in. For example, if you set yourself up as available for IBL Tutoring on Mondays 4-5pm, but you open the kiosk and it’s a Tuesday, the student will not be able to check in for “IBL Tutoring” because you have not set yourself up as available for that subject at that day/time.