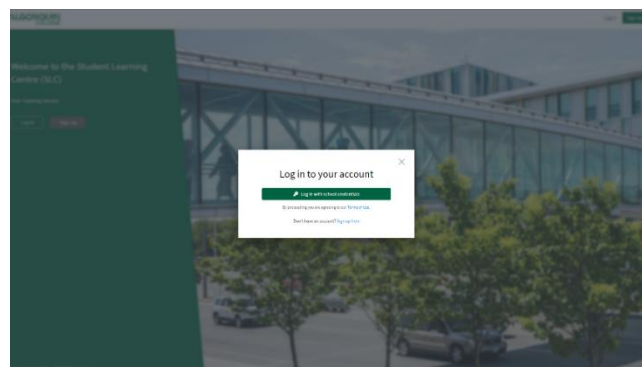


# Setting up a Tutee Account

## 1. Log into the Peer Tutoring booking system

Go to <https://algonquincollege.tutorocean.com/> and log in using your Algonquin Email and Password.

Your name, email and student number will automatically populate in your profile.



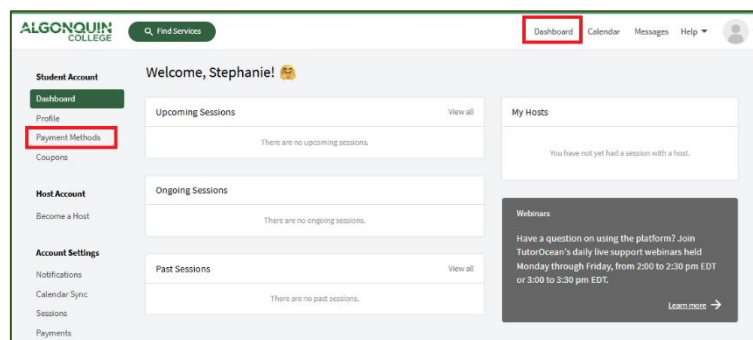
## 2. Set up a Payment Method

The fee for tutoring sessions is \$10.00 per hour.

Before requesting a session, you must set up a valid payment method. We accept debit cards, Visa debit cards, and credit cards.

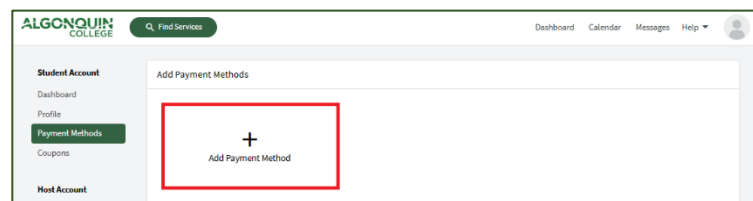
If you have sponsorship, you will use coupons as your payment method. You do not need to add a bank card. Please refer to the "[Using Coupons](#)" instructions below.

Click **Dashboard** in the top right menu.



Select **Payment Method** in the left menu.

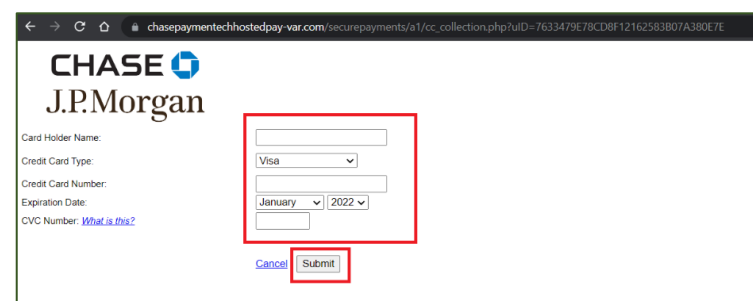
Click **+ Add Payment Method**.



You will be re-directed to the **CHASE** webpage.

Enter your card information.

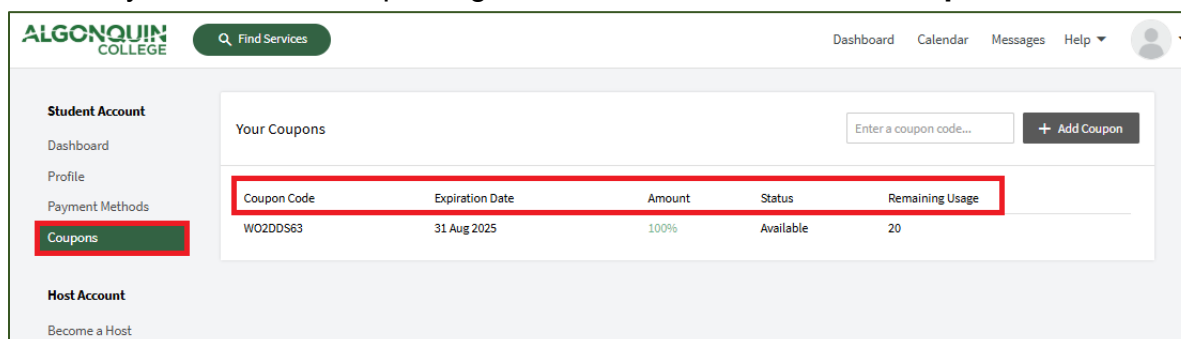
Click **Submit**.



## Using Coupons

To receive coupons, your sponsoring department must submit approved documentation to the Student Learning Centre. Once received, we will add the coupons to your account in the booking system.

To view your available coupons, go to **Dashboard** and select **Coupons** in the left menu.



All available coupons will be listed here.

- **‘Expiration date’** reflects the date identified by your sponsoring department.
- **‘Amount’** reflects the amount of coverage, always 100%.
- **‘Status’** Used or Available
- **‘Remaining usage’** allows you to keep track of your remaining sponsorship allowances.

Students experiencing financial barriers are encouraged to contact the Peer Tutoring Coordinator for information on available financial supports.

**Email:** [ormanm@algonquincollege.com](mailto:ormanm@algonquincollege.com)

**Tel:** 613-735-4700 ext. 2665

**In-Person:** Room 126