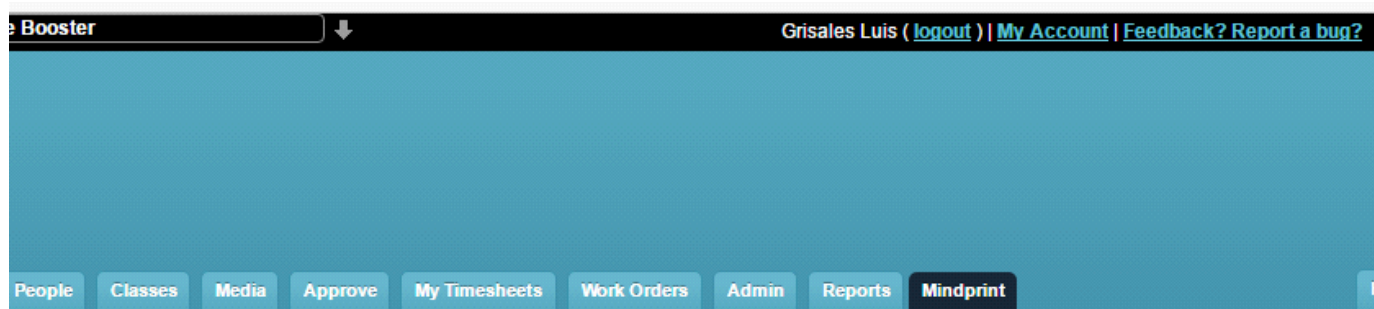


Tutor Invitation

When you get the invitation from LearnSpeed do the following:

1. Click the setup link in your welcome e-mail.
2. Click "I accept"
3. Choose a username (your Your Score Booster e-mail address (firstname@YourScoreBooster.com) and password and confirm your password. You may choose the same password as your satprep or actprep website password to avoid having to remember so many passwords.
4. You'll get a message saying "your account has been created."
5. Login with your username and password.
6. Go to My Account link at the top right of the screen. (See Figure 1 below)
7. Under the word timezone, click the edit button.
8. Enter a cell phone number as your primary phone. You also may enter a secondary phone.
9. You must leave "Notify Email" checked.
10. If you would like SMS updates (text messages), leave the button "allow SMS updates" checked.
11. If you have sessions almost everyday and would like a notification when you have no sessions, click "Send if no events." I don't recommend checking that.
12. If you'd like a notification when sessions are changed, check "Receive Event Change Notifications." I recommend checking that.
13. Don't check auto available. Don't worry about available times. You will still schedule sessions yourself.
14. Click Save.
15. IMPORTANT: Complete previous step.
16. Under Home Address, click the edit button.
17. Enter your home address (the place where you generally sleep and from will you will likely leave for tutoring and return to after tutoring.)
18. Click Save.
19. IMPORTANT: Complete previous step. You get the idea.
20. Under billing address, click "Make same as home address." You won't see your address under billing, but it will be stored the same as your home address.
21. Tags indicate the work for which you are qualified. The tags on the right are items we teach. After you complete training, click those tags, and it will move them to the left to indicate that you can teach those items. If you are qualified to teach other topics, let us know what other tags we can add.

FIGURE 1



Name: Grisales Luis
Phone: 604-630-6684

Figure 2

Home Address

,

edit

Billing Address

,

edit

[Make same as home address](#)

Change My Tags

Tags ?

search



No tags related

Available Tags ?

search



[ACT English / SAT Writing](#)
[ACT_English](#)
[Essay](#)
[Math](#)
[Online](#)
[Quantitative](#)
[Reading](#)
[Science](#)
[SSAT](#)
[Verbal](#)