Instructions for Requesting a Tutor
(Student-Athletes)

1) Go to www.louisiana.gradesfirst.com
2) Sign in your CLID as your username and you password like you were logging into ULink
3) You will then see you home screen which will look like this:

4) You will also be able to see your study hall statistics on this page.
5) Find the class that you want tutoring for and on the right hand side you will see a link that says “Request Tutor”:
6) A pop up will appear that is titled “Send Tutor Request” which looks like this:

![Send Tutor Request Pop-up](image)

7) In the box that says “Please provide at least one specific day and time…” You need to put a day and possible time that you will be able to meet with a tutor. You should also include information on the material you need help with. Here is an example:

![Example Pop-up](image)

8) Once that is completed, click send.

9) You will then be matched with a tutor by the Student-Athlete Academic Center Staff. You will receive an email and text message notification of your tutor appointment when it is booked and the day of your session.