

How to Make an Appointment with the Library

Signing up to meet with a tutor, writing consultant, or coach is simple.



1. Log into [MyUB](#) and click the Appointment Tool lightbulb in the Tools section.
2. Select a schedule from the “Click Here to Select” dropdown menu.
3. Select a day, time and appropriate tutor or librarian.
4. Double click on a white appointment box to enter your information.
5. Scroll to the bottom of the page and click “Create Appointment”.
6. Once your appointment is saved your selected time slot should appear as a yellow square on the appointment page.

All appointments are made using this online system. Some services are available on a drop-in basis by appointment. Learn more at ubalt.edu/success.

If this is your first time using the Tool, you will be prompted to add your phone number so that we can call you if there is a last minute change.