1. Thank you for registering with the EGS Tutoring Portal! Before we start, make sure to register your children as well.

2. Once your student is registered, head on over to the EGS Portal Home Page. Here you will find most of your relevant information, such as your current students, your logged hours, your scheduled hours, your invoices, and relevant news.

3. **Under the "Tutoring" tab, you will find the "Students", "Request a Tutor", and "Current Requests" pages.**
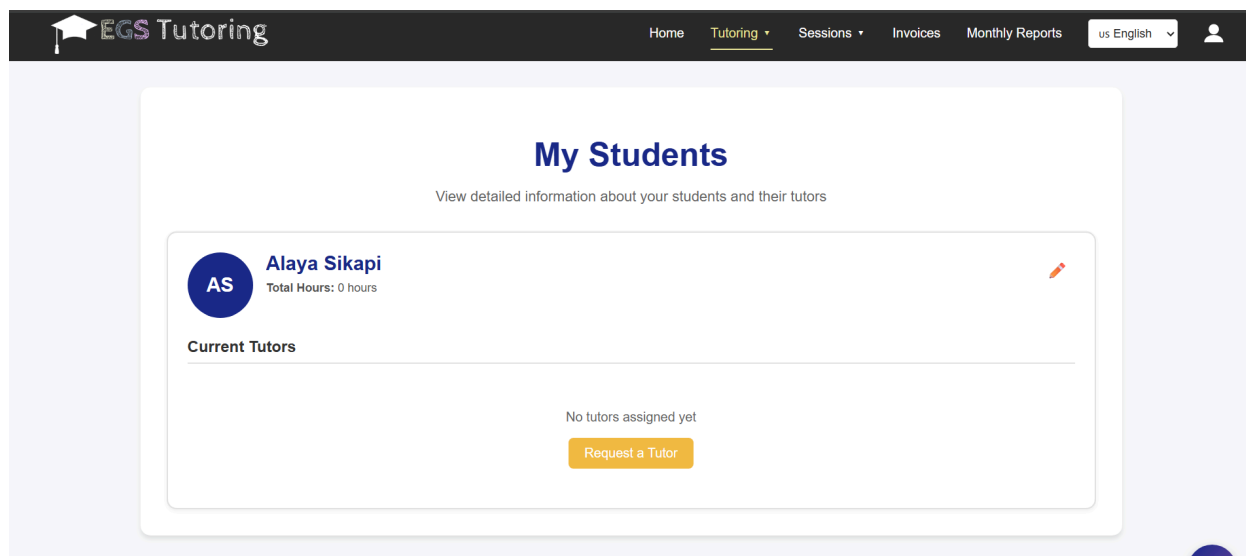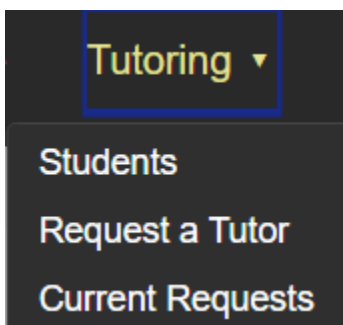
List of your current students. From here you can request a tutor change or change the student's basic information

"Request a Tutor" page. Ready to find a tutor for your child? Come here and post a request, our group of dedicated and certified tutors will reply shortly.

The *"Current Requests"* page allows you to view all of your current and past requests. It is also on this page where you can view the replies sent by our tutors. Find one you like? Press "Accept" and start communication between them. Tutor contact information will be sent via email once you have accepted them.

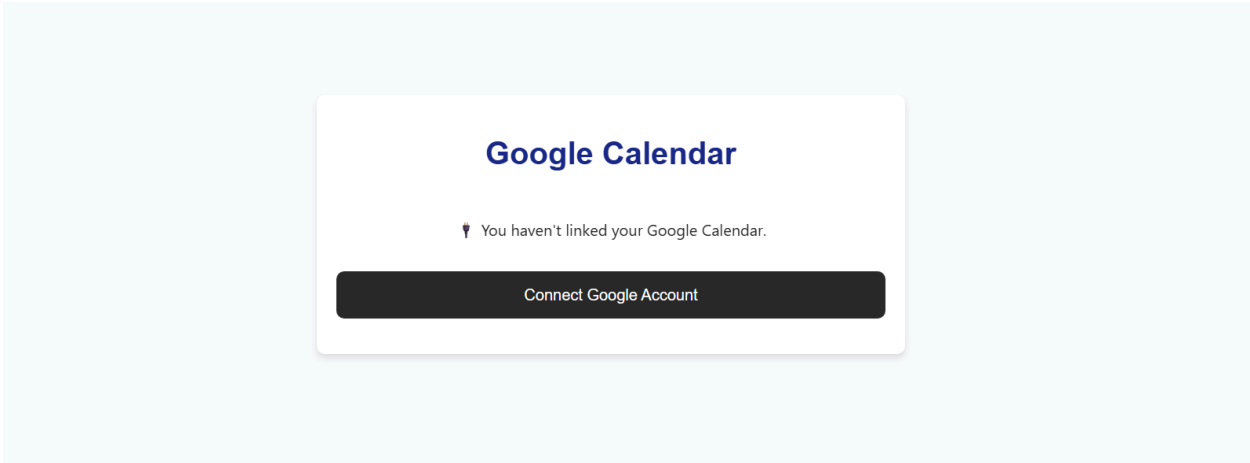**4. Under the "Sessions" tab, you will find the "Upcoming Sessions", and "Logged Hours" pages.**

Here you will find all the sessions that the tutor has scheduled with you. In order to see these from this page, you will have to connect your google account first, here is how to do that:

Press on the "Connect Google Account" button and login with the SAME email you used for your EGS Tutoring Account.

Google hasn't verified this app

The app is requesting access to sensitive info in your Google Account. Until the developer (egstutor@gmail.com) verifies this app with Google, you shouldn't use it.

Advanced

BACK TO SAFETY

You might get this screen, but there is nothing to worry about as we are only displaying your google calendar events.

Google hasn't verified this app

The app is requesting access to sensitive info in your Google Account. Until the developer (egstutor@gmail.com) verifies this app with Google, you shouldn't use it.

Hide Advanced

BACK TO SAFETY

Continue only if you understand the risks and trust the developer (egstutor@gmail.com).

Go to e-s-tutoring-main-production.up.railway.app (unsafe)

Click here.

We need access to your google calendar in order to set reminders of tutoring sessions. Once you press continue, your EGS Tutoring account will be set up with session scheduling functionality!

The "Logged Hours" page gives you access to all of the hours logged by your tutors for your children. Here you get a transparent view of how you will be billed for the week, and you get the chance to dispute hours if something isn't right.

5. **The "Invoices" page will give you a view of all of your invoices with a link to pay them. Viewing the invoice will bring you to an external service for payment, so none of your payment information is saved!**

6. The "**Monthly Reports**" page will contain monthly reports submitted by our tutors to your children. This is a part of our goal of increasing transparency between tutors and parents.
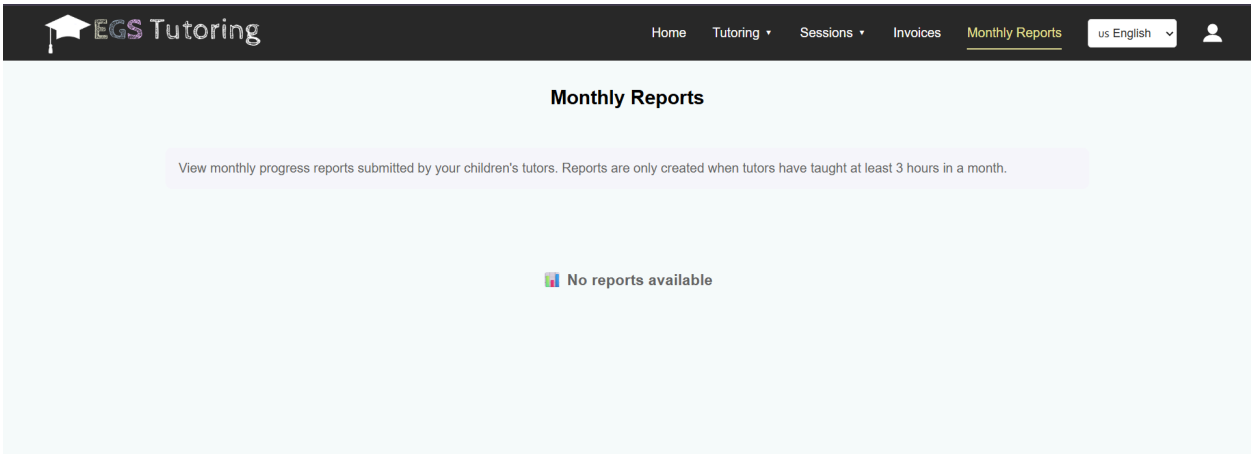
7. Finally, the settings paged, accessed via the profile dropdown, will contain all of your basic settings. Here you can change your basic information, modify your notifications, as well as view your student accounts. It is on this page where you can send a referral to a family or friend for a 65$ discount on your next invoice.