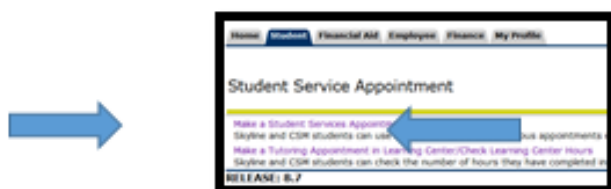


How to access CSM Lab Hours and Tutoring

1. Go to <https://websmart.smccd.edu/> and log in using your G # and Password
2. Click on "Schedule Appointments" under "Student Services"



3. Click on "Make a tutoring appointment in Learning Center/check Learning Center Hours" under the Student service appointment.

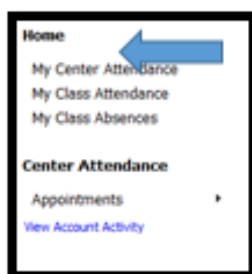


4. Click on the "Accademia- College of San Mateo"



5. (For Lab Hours)

On the left side of the screen click on the "My Center Attendance"



- 5b. (For Tutoring)

Click on the "Appointments button" a pop up should appear and then click on the "New by tutor" option.



6. (For Lab Hours)

Select any period of time and click on the "view report" Button and view the file you have selected. Your hours should pop up.



- 6.b (For Tutoring)

Enter the subject you are looking for in "Subject Area" and click search to see a Schedule of tutors in the subject.

