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INDIANA UNIVERSITY EAST

onlinetutor.iue.edu

Directions for First Time Users

1. Open *Internet Explorer*. In the address line, type **onlinetutor.iue.edu**

2. At "login page" type in your IU East username. **Leave password blank**. Click on **login.** Then click on "**here**" at the top of the page to have a new password generated to you.

3. Go to your IU East e-mail and locate the subject line, "Your new AskOnLine password has been generated." Copy the new password.

4. Return to **onlinetutor.iue.edu**, paste in your new password, and type in your username. You will see several informational pages. Click to "accept terms of agreement."

5. At the tutoring site, select the "**My Account**" tab. Then select "**view/change my information**." Select "**edit this information**" and type in a new password.

6. Select "**Subject**" tab. Then select your **subject** area. Click on the "**ask**" subject tool to submit a question or paper.

7. You need to log back in to your online tutor account and click the bright yellow button that says "**New**" to retrieve the tutor's response.

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