HOW TO SIGN UP FOR TUTORING

1. Go to www.gradesfirst.com
2. Click on “Log-in” in the top right corner.
3. A new browser will open as your log-in page.

4. Your username was sent to your NCCU Student email in August. So search your “Inbox” and “Trash” for any gradesfirst information.

5. If you do not find your gradesfirst username and password in your Student email then type your NCCU Student username in the username box in gradesfirst. Ex: universitycollege@nccu.edu.

6. You do not know your password, so click on “I forgot my password”.

7. Follow the steps on the next page.

8. Once you have completed those steps you will be able to log into Gradesfirst.

9. On your homepage, click on the “My Calendar” tab.

10. On the right side of the “My Calendar” page there is a task bar.

11. Select the “Schedule a Tutor Appt” link.

12. In the “Course” box, select the course you are getting tutoring for. The available tutors for your subject will pop up on the right side of the appointment page. As shown below.