TAP Online Instructions

How to access the Tutoring Request and Sign-up Form

The Tutoring Request and Sign-up Form will allow you to register for help in your courses as well as offer help to other students.

Go to the BanWeb Self-Services User Login page (currently https://banapps.westernu.edu:4443/pls/live8/twbkwbis.P_WWWLogin)

Login and select the Student Services tab:
Select the Tutoring Request and Sign-up Form and you will see the following:

![Tutoring Request and Sign Up Form](image)

Depending on whether you wish to be a tutor (Tutor Sign-up) or want to be tutored (Tutoring Request), click on the appropriate Sign Up button.

**Tutoring Request Sign-up**

**Step 1** – Banweb will bring up your student information. Please provide an email and phone where LEAD and your tutor can reach you. You should update this information if it changes.
Step 2 – Here you will see all of the current semester courses that you might request. You may select up to 2 courses by clicking on the Add buttons. If you feel that you need more help than that, please come see us in the LEAD Office so we can come up with a plan to best assist you.

If you change your mind or wish to remove courses later you can click the Remove buttons to modify your selections.
Step 3 – Please read through the tutee guidelines and select the checkbox at the bottom. These guidelines are important and all tutors and tutees will be held accountable for them.

Step 4 – The last page will confirm your information. If for some reason the information is incorrect or there is some error, please contact the LEAD Office (LEADTutor@westernu.edu) immediately.