



Guide for Teachers of Tutors

Welcome to the NSTEP Study Buddy program. Study Buddy would not be possible without your help and the help of your students! This guide will take you through the required steps to get your students online and tutoring students across the country. Thank you for your interest in this program. We are excited to be working with you!

I. Agree to Participate

If you are reading these steps, then you have already heard about our Study Buddy program and expressed an interest. Now, the first step to getting your students online and tutoring is for you to **agree to participate!** This is as easy as sending an email to us at studybuddy@nstep-online. Please be sure to include the following information:

- Your school's name
- Your school's address including zip code
- Your name, email address, and phone number
- The courses in which your students are able to tutor
- The number of students interested in tutoring



While you wait for us to enter your school's information into our database...

★ II. Distribute Parent/Guardian Consent Form (Optional)

Your school may require that you obtain the consent of each student's parent/guardian before he/she participates as an NSTEP Study Buddy Tutor. NSTEP provides a form that you can send home with your students and keep on file. *We will not collect or ask to see this form.* The Tutor Parent/Guardian Consent Form can be found on the Study Buddy Tools website:

<http://www.nstep-online.org/tools/studybuddy.asp>

III. Reference Code

Once we have received your email confirming your participation and processed your school's information, we will send you back an email containing a **reference code** for tutor registration.

Please distribute this code to all interested tutors who meet our requirements. All Study Buddy Tutors must have:

- Completed Algebra I, Geometry, and Algebra II with a B or better
- Be a member of their school's Math Honor Society or
- Be recommended by their math teacher



Tutors will then use this code to register themselves on our Study Buddy website by clicking the large “Tutors Register Now!” button.



Tutors first click here...

Tutor Registration

If You Have A Reference Code

Your teacher contact should have given you a reference code. If you have that code, enter it below and click register.

Reference Code

...and enter your code here!

IV. Tutoring Reports

Once a month the NSTEP staff will provide you with tutoring reports including all student tutoring activity by date and time so you may award credit as you wish.

V. Visit Our Website

We encourage you to visit our website where you can view our webinars and become more familiar with our program.

http://www.nstep-online.org/tools/Study_Buddy_Tutor_Webinars.asp

Thank you for your participation!

