

## Bizstim Instructions

PowerPlus Tutoring uses an online platform called **Bizstim**. This system allows you to add tutoring sessions, reconcile tutoring sessions, and add your availability among other helpful features.

### **Step 1: Logging In**

- 1.) Go to <https://www.bizstim.com/login>
- 2.) Enter your username and password.  
Username: (first name initial + last name) i.e. Jane Smith = jsmith  
Password: (the last 4 digits of your mobile phone number)

### **Step 2: Adding Sessions**

- 1.) Go to the box in the upper left-hand section of the page and click “sessions.”
- 2.) Click “add sessions.”
- 3.) Click to select your assigned student. Select your assigned student from the drop down menu.
- 4.) Service. Select service from the drop down menu.
- 5.) Click on “in-home” or “virtual” and the area.
- 6.) Complete session date.
- 7.) Complete start and end time of your session.
- 8.) Click “Submit.”

### **Step 3: Reconciling Sessions**

- 1.) Go to <https://www.bizstim.com/login>.
- 2.) Enter your username and password.
- 3.) Go to the box in the upper right-hand corner of the page and click on the calendar. The calendar in the first row, second icon.
- 4.) This will take you to the calendar. Click on the session you wish to reconcile.
- 5.) You will see a box pop up with the word “open” at the top. Click on the word “complete” at THE BOTTOM.
- 6.) You will then be taken to a new page. At the top of this page, you will see the options: Cancelled, Missed, and Completed. Please check the one that applies.
- 7.) Click “submit”

### **Step 4: Adding Availability**

- 1.) Go to <https://www.bizstim.com/login>
- 2.) Enter your username and password.
- 3.) Click on your name in the upper right-hand side of the page and select “account settings.”
- 4.) Click on “availability” from the sub menu across the top of the page.

For each day you are available, please provide a start and end time. You will be able to block off breaks between these dates from t