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**New Tutor Checklist**

**Before You Can Accept a Student:**

* Resume, Cover Letter, and Application
* Tutor Agreement Signed
* 3 References sent to: (*name@schooliseasy.com*)
* Welcome Letter Read
* Back Check completed
* Watch Tutor Orientation
* Photo Submitted

**Getting Started:**

* Log In to the Opus at:   
  opus.schooliseasy.com
* Update your information and Bio

**We look forward to working with you!**

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