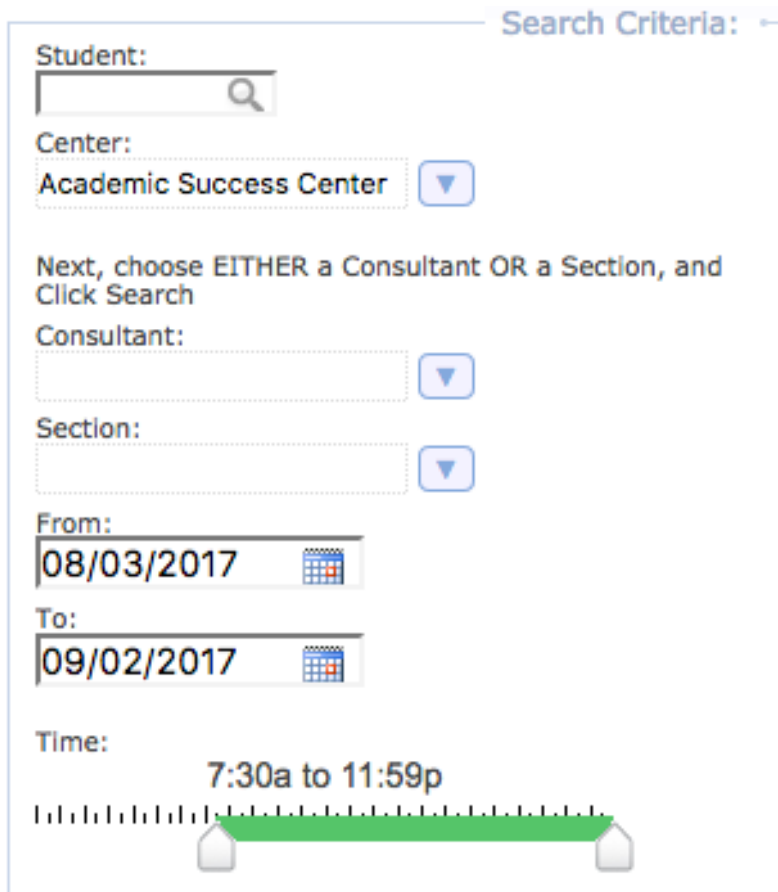


HOW TO MAKE AN APPOINTMENT: TUTORING

1. Sign in to TutorTrac using your seven-digit **Wesley Student ID#** as the Username, and your **MyWesley (JICS) password** as the Password.
2. Hover over the magnifying glass to the right of the **Trac Navigation** search bar, and select **Appointments** from the drop-down menu.
3. Enter your seven-digit **Wesley Student ID#**, and select **Academic Success Center** from the drop-down menu (pictured below).



The screenshot shows a search criteria form titled "Search Criteria:". It includes the following fields and options:

- Student:** A text input field with a magnifying glass icon.
- Center:** A dropdown menu with "Academic Success Center" selected.
- Next, choose EITHER a Consultant OR a Section, and Click Search**
- Consultant:** A dropdown menu.
- Section:** A dropdown menu.
- From:** A date input field showing "08/03/2017" with a calendar icon.
- To:** A date input field showing "09/02/2017" with a calendar icon.
- Time:** A time range input field showing "7:30a to 11:59p" with a green bar and a timeline below it.

4. Next, you can choose to search for a tutor by the name of the tutor OR by your course section list.
 - a. **By Tutor** – Select the name of the tutor from the **Consultant** drop-down menu.
 - b. **By Section** – Select the specific course section that you need tutoring for from the **Section** drop-down menu.
5. The box to the right labeled "Available Time Slots" should display available time slots that you can reserve for tutoring. They will be sorted by date and tutor name.

(Instructions continued on other side)

6. When you click a time slot, an “Appointments Entry” box will pop up on the screen (pictured below). Fill in the following information:
- Subject** – Select the course you need tutoring for from the drop-down menu.
 - Reason** – Select the type of tutor you have an appointment with from the drop-down menu.
The options should be:
 - Visit a Subject Tutor**
 - Visit a Writing Tutor**
 - Visit an Organizational Tutor**
 - Recurring Appt Type** – You can check the box to set this tutoring appointment to occur weekly, at the same time with the same tutor.
(NOTE: This is completely optional, and may not be available for all tutors. The future appointments will all be listed underneath the “Weekly” checkbox, as seen in the image below.)
 - Notes** – You can add any additional notes about the tutoring session here.

Student: [REDACTED]

Appointment Info

Center: Academic Success Center Location: []
 Subject: [] Fund: []
 Reason: [] Status: []
 Date: 8/3/2017 Time: 8:30 AM To: 9:00 AM
 Appointment Duration: 30 minutes
 Recurring Appt Type: Weekly
 Future Avail Dates: 8/10/2017, 8/17/2017, 8/24/2017, 8/31/2017
 Phone: []
 Notes: []

Created 00/00/00 at 00:00:00 by
 Modified 00/00/00 at 00:00:00 by

Save Automatically create the visit when this appointment is saved.
 Override and send confirmation when this appointment is saved.

7. Click the **Save** button when you are done.