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).

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:
   a. **Subject** – Select the course you need tutoring for from the drop-down menu.
   b. **Reason** – Select the type of tutor you have an appointment with from the drop-down menu.
      The options should be:
      i. **Visit a Subject Tutor**
      ii. **Visit a Writing Tutor**
      iii. **Visit an Organizational Tutor**
   c. **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.)*
   d. **Notes** – You can add any additional notes about the tutoring session here.

![Appointments Entry](image)

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