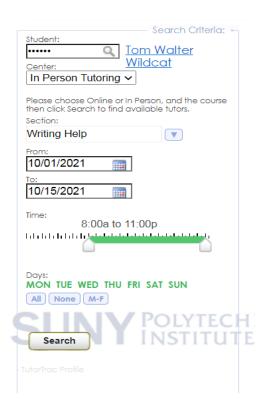
## **How to Make an Appointment using Tutortrac:**

- 1. Go to *tutoring.sunypoly.edu* and log into TutorTrac using your SITNET ID (SUNY Poly email without @sunypoly.edu) and the same password used for email and Banner.
- 2. Click on "Search Availability" on the left of your screen under Student Options

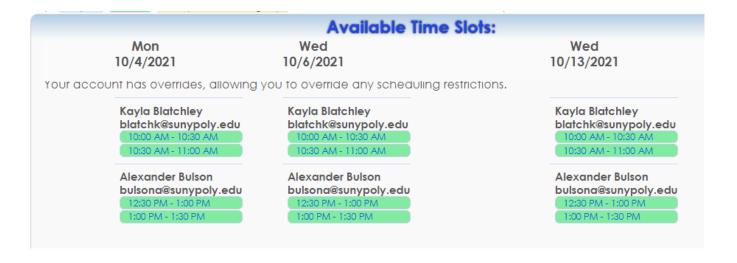


- **2a)** Under Search Criteria, click on "Center" drop down menu and select either *In Person Tutoring* or *Online Tutoring* for the Center.
- **2b)** Click on "Section" and select the course or service (i.e. Writing Help, Citation Help, etc.)

Tutortrac links to each student's Banner schedule. Any class not listed does not have a tutor.

All students have access to Writing, Citation, Research, and Study Skills Help for any class requiring a writing or presentation project. If scheduling for one of these services you will not select a class, just the name of the service.

**3.** Click "Search" and a list of times for all available tutors for that class will display. You will only see availability for the following two weeks.



4. Select the available day/time and complete appointment by making sure you enter your email address and a reason for your visit in the Notes field. <u>Please indicate a specific topic(s) in the Notes field (not just homework or test)</u>. Click "Save" to finalize appointment; you will receive a confirmation email.



- If you need to cancel an appointment, you will need to open your appointment window and select 'Cancel' from the Status drop down menu.
- Tutortrac will not allow you to schedule or cancel an appointment within 12 hours of the appointment time.
- You can email an available tutor to ask directly if you can book an open time slot with them if it
  is less than 12 hours.
- If you need to cancel an appointment within 12 hours of the scheduled time, please email the tutor to let them know.