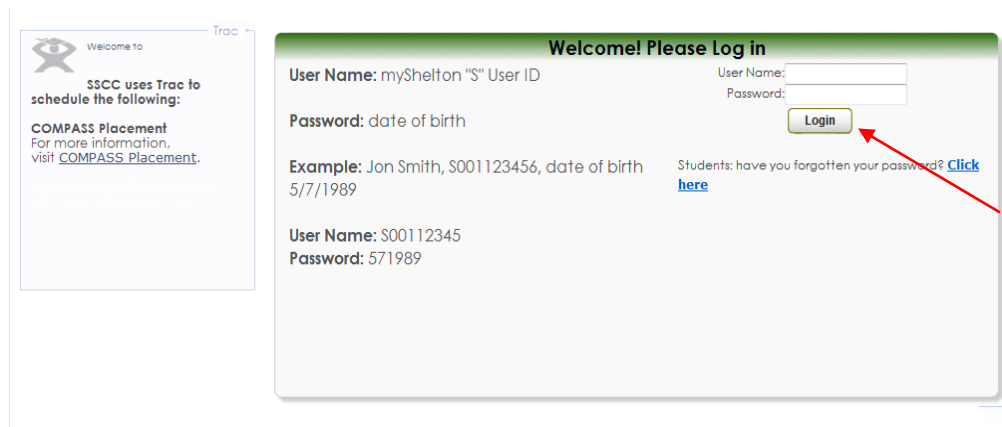


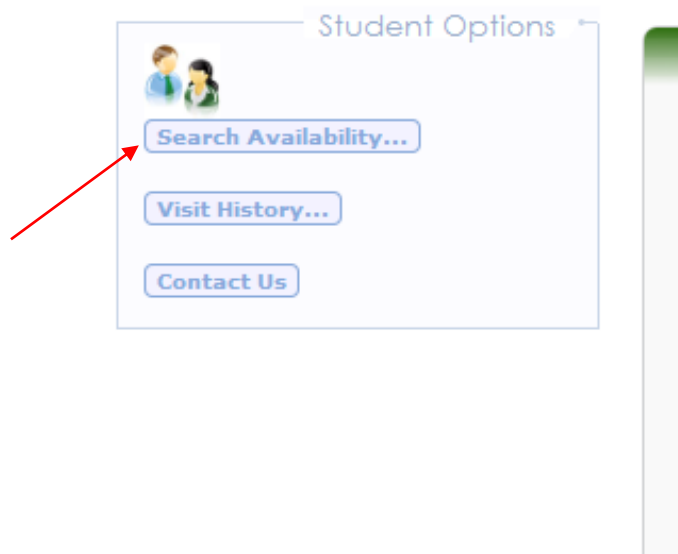
Directions for Using the Online Appointment System

Note: Google Chrome is the recommended browser to use with the online appointment system.

1. Go to <https://trac.sheltonstate.edu>.
2. From the *Welcome screen*, enter your **user name** and **password**. An example of the user name and password are on the *Welcome screen*.
 - a. **User Name**- SSCC "S" User ID
 - b. **Password**- date of birth
3. Select **Login**.



4. From *Student Options*, select **Search Availability**.



5. From the *Search Criteria*, select:
- a. From the *Center Menu*, select the appropriate Center.
 - i. Select the *Advising Center* to schedule an appointment with an advisor.
 - ii. Select *START Up* to schedule your START Up Day.
 - iii. Select *Testing and Assessment* to register for COMPASS or schedule a Make-Up Exam
 - b. From the *Consultant Menu*, select the appropriate consultant. A choice is required in order to search.
 - c. **DO NOT** change the date range.
 - d. **DO NOT** change the Time or Days.
 - e. Select **Search**.

The image shows a 'Search Criteria' form with the following fields and options:

- Center:** A dropdown menu with 'Testing and Assessment' selected. A red arrow points to this dropdown.
- Consultant:** A dropdown menu with 'Martin Campus Room 18' selected. A red arrow points to this dropdown.
- From:** A date field with '07/19/2013' and a calendar icon. A red arrow points to this field.
- To:** A date field with '08/18/2013' and a calendar icon. A red arrow points to this field.
- Time:** A time range slider set to '6:00a to 11:00p'.
- Days:** Radio buttons for 'All', 'None', and 'M-F'. 'All' is selected. The days 'MON', 'TUE', 'WED', 'THU', 'FRI', 'SAT', and 'SUN' are listed above the buttons.
- Search:** A button labeled 'Search'. A red arrow points to this button.

6. View *Available Time Slots*. Use the bottom scroll bar to see all available times.

Center: Testing and Assessment
Consultant:
From: 07/19/2013
To: 08/18/2013
Times: 6:00a to 11:00p
Days: MON TUE WED THU FRI SAT SUN
Search

Key: drop in 1 on 1 multi-person class or group move the mouse over an availability to view the location and other instructions.

Wed 7/24/2013	Thu 7/25/2013	Tue 7/30/2013
COMPASS Placement Martin Campus Room 1826 1:00 PM - 4:00 PM	COMPASS Placement Martin Campus Room 1826 8:30 AM - 11:30 AM	COMPASS Placement Martin 1:00 PM - 4:00 PM

7. Select a time by clicking on the session time you would like to schedule.

Key: drop in 1 on 1 multi-person class or group move the mouse over an availability to view the location and other instructions.

Wed 7/24/2013	Thu 7/25/2013	Tue 7/30/2013
COMPASS Placement Martin Campus Room 1826 1:00 PM - 4:00 PM	COMPASS Placement Martin Campus Room 1826 8:30 AM - 11:30 AM	COMPASS Placement Martin 1:00 PM - 4:00 PM

8. Select **Save** when the *Appointment Entry* screen appears.

Student: [Redacted] Staff: COMPASS Placement Martin Campus Room 1826

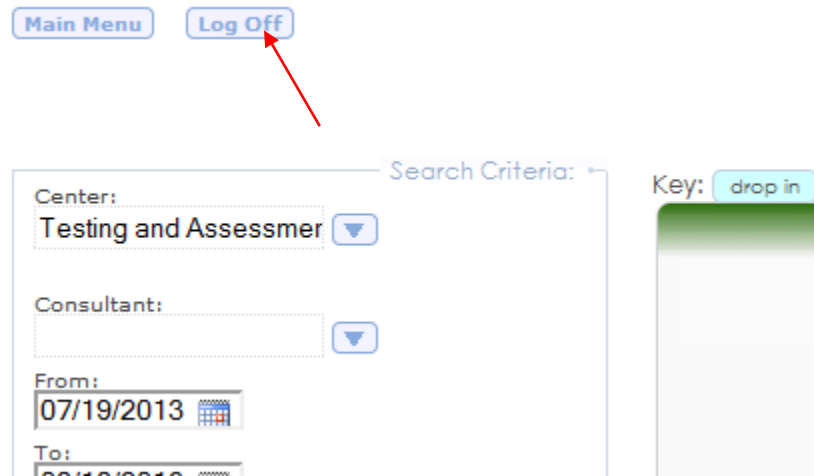
Appointment Info

Center: Testing and Assessment
Date: 7/24/2013 Time: 1:00 PM To: 4:00 PM

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

Save

9. Select **Log Off**.



10. You have registered or scheduled your appointment. You will receive a confirmation email.

Directions to Cancel and/or Reschedule an Online Appointment

Note: You must cancel your existing appointment to reschedule. Once you cancel, you can reschedule following the instructions to *Using the Online Registration/Appointment System*.

1. Go to <https://trac.sheltonstate.edu>. *Google Chrome is the recommended browser.*
2. From the *Welcome screen*, enter your **user name** and **password**. An example of the user name and password are on the *Welcome screen*.
 - a. **User Name**- SSCC "S" User ID
 - b. **Password**- date of birth
3. Select **Login**.

Welcome to Trac

SSCC uses Trac to schedule the following:

COMPASS Placement
For more information, visit [COMPASS Placement](#).

Welcome! Please Log in

User Name: myShelton "S" User ID
Password: date of birth

Example: Jon Smith, S001123456, date of birth 5/7/1989

User Name: S00112345
Password: 571989

Students: have you forgotten your password? [Click here](#)

Login

4. Once you login, you will see the session you would like to cancel or reschedule

Main Menu Log Off

Student Options

Search Availability...
Visit History...
Contact Us

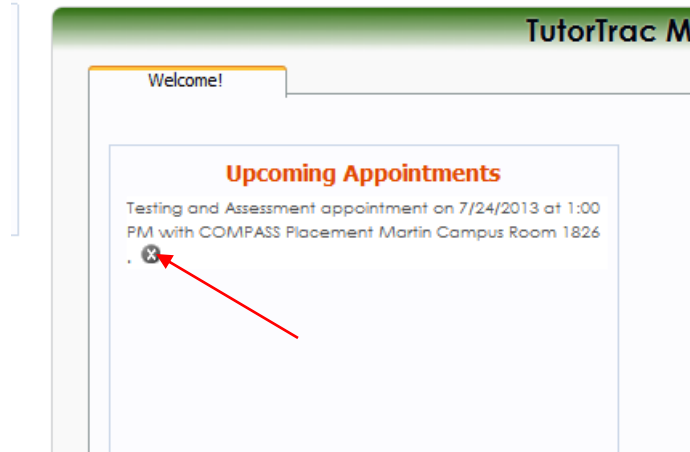
TutorTrac Main Menu

Welcome!

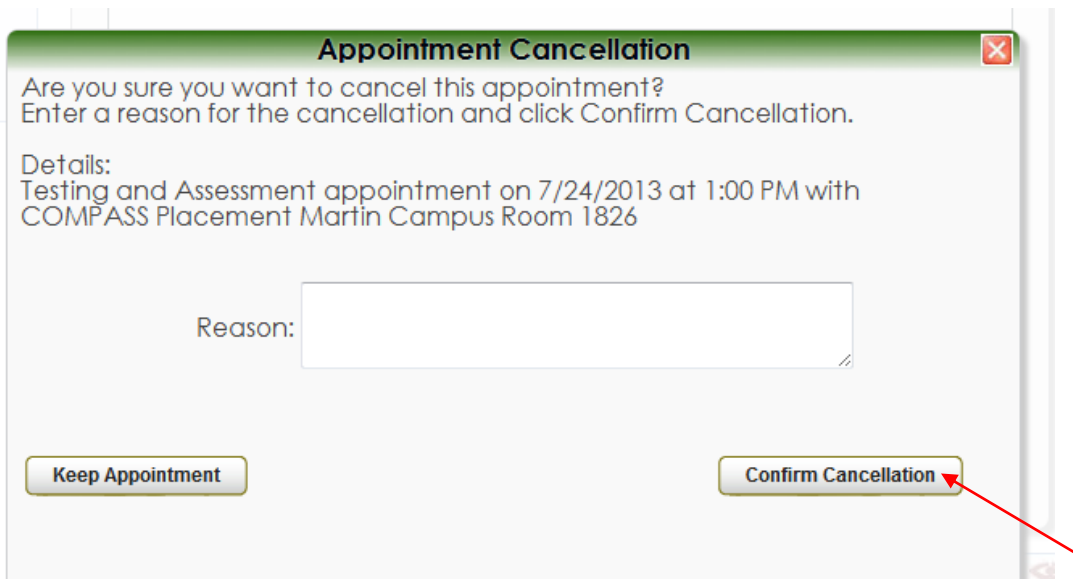
Upcoming Appointments

Testing and Assessment appointment on 7/24/2013 at 1:00 PM with COMPASS Placement Martin Campus Room 1826

5. Select the X to cancel the session.



6. From the *Appointment Cancellation* screen, select the **Confirm Cancellation**. You do not have to enter a reason.



7. You have cancelled your appointment. You will receive a confirmation email. Once the session is cancelled, you may reschedule or log off.