Directions for Using the Online Appointment System

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


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

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

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

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](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**.

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

   ![Login Screen](image)

   ![TutorTrac Main Menu](image)

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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.