

## Directions for Using the Online Appointment System

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

1. Sign in to myShelton. Click the Student Tab under the Student Services heading, and click Meet with an Advisor or <https://trac.sheltonstate.edu>.



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



3. From the Search Criteria, select the following:
  - a. From the Center Menu, select the appropriate Center.
    - i. Select **Advising** to schedule an appointment with an advisor.
    - ii. Select **Testing and Assessment** to register for placement assessment 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**.



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



5. Select a session by clicking on the time you wish 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.

Available Time Slots:		
Thu 10/20/2016	Tue 10/25/2016	Thu 10/27/2016
Placement Assessmt, Marlin Campus Room 9:00 AM - 12:00 PM	Placement Assessmt, Marlin Campus Room 1:00 PM - 4:00 PM	Placement Assessmt, Marlin Campus Room 9:00 AM - 12:00 PM

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

### Appointments Entry

Student: [REDACTED] Staff: Placement Assessmt, Martin Campus Room

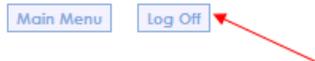
Appointment Info

Center: Testing and Assessment

Date: 10/20/2016 Time: 9:00 AM To: 12:00 PM

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

7. Select **Log Off**.



Search Criteria:

Center: Testing and Assessmer

Consultant: Placement Assessmt, M

8. You have scheduled your appointment. You will receive a confirmation email.