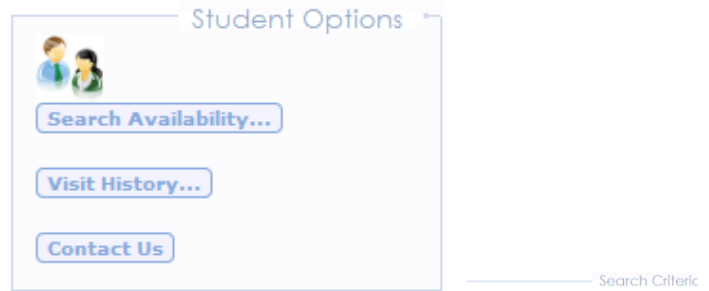


Directions for Using the Online Appointment System

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

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

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



3. From the *Search Criteria*, see below.

- a. From the *Center Menu*, select the appropriate Center.
 i. Select *Testing and Assessment* to register for Placement Assessment.
- b. From the *Consultant Menu*, select Accuplacer Remote Placement Exam.
- c. **DO NOT** change the date range.
- d. **DO NOT** change the time or days.
- e. Select **Search**.

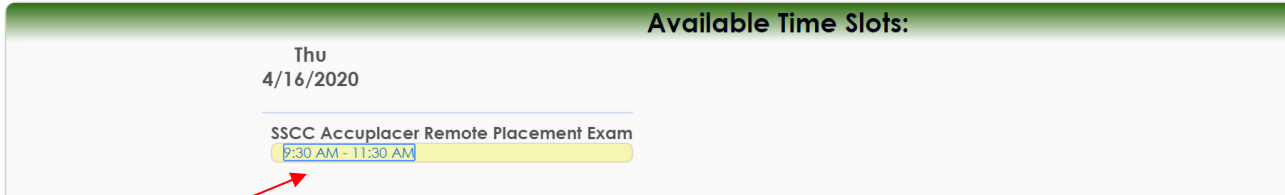
A screenshot of the 'Search Criteria' form. It includes a dropdown menu for 'Center' (Testing and Assessment), a dropdown for 'Consultant' (Accuplacer Remote Placem), date pickers for 'From' (04/08/2020) and 'To' (07/07/2020), a time range selector (7:00a to 10:00p), and a 'Days' selector (MON TUE WED THU FRI SAT SUN). A 'Search' button is at the bottom. Red arrows point from the text in the previous block to the 'Center', 'Consultant', and 'Days' fields.

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

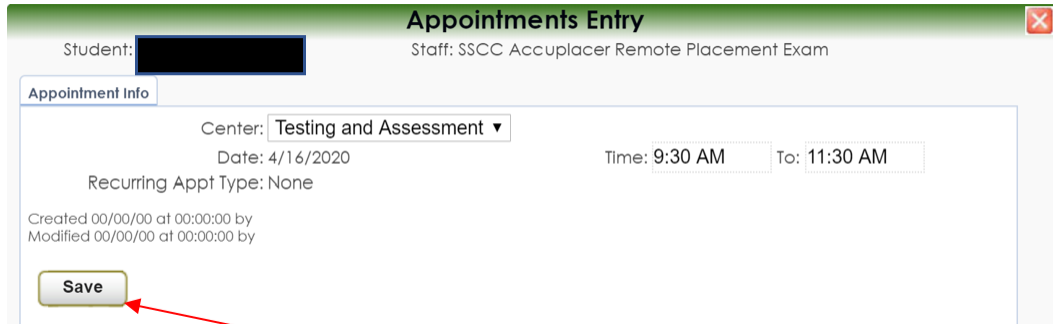
A screenshot of the 'Available Time Slots' page. The search criteria from the previous step are visible on the left. The main area shows a date 'Thu 4/16/2020' and a single time slot: 'SSCC Accuplacer Remote Placement Exam' from 8:30 AM to 11:30 AM. A red arrow points to the horizontal scroll bar at the bottom of the page.

5. 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.



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



7. Select **Log Off**.



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