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**.
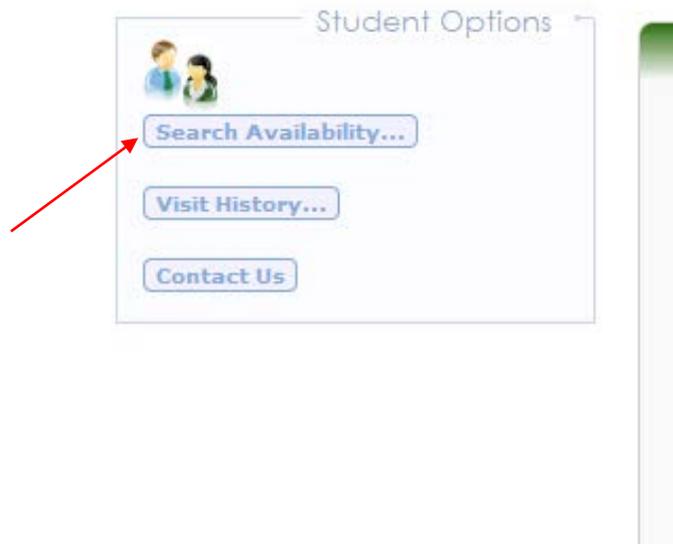
5. From the *Search Criteria*, select:
    a. From the *Center Menu*, select the appropriate Center.
        i. Select the *Advising Center* to schedule an appointment with an advisor.
        ii. Select *START Up* to schedule your START Up Day.
        iii. Select *Testing and Assessment* to register 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**.

Search Criteria:

Center:
Testing and Assessmer ▼

Consultant:
Martin Campus Room 18 ▼

From:
07/19/2013

To:
08/18/2013

Time:
6:00a to 11:00p

Days:
MON TUE WED THU FRI SAT SUN
All None M-F

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.

9. Select **Log Off**.
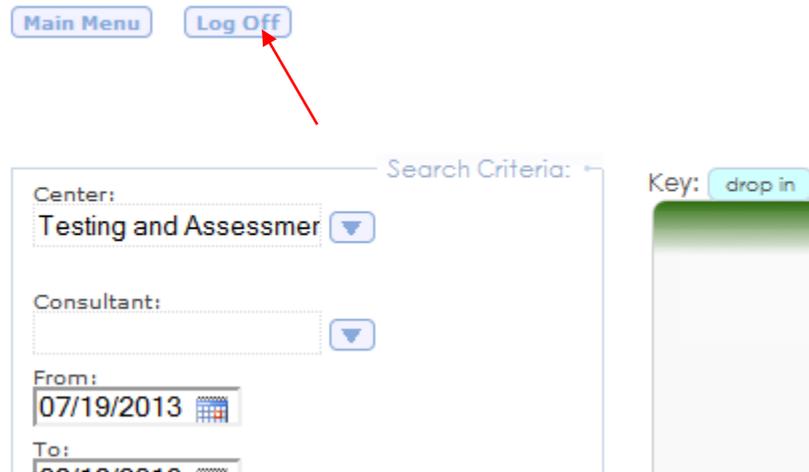
10. You have registered or scheduled your appointment. You will receive a confirmation email.

updated 4/13/2015