

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**.

Welcome to Trac

SSCC uses Trac to schedule the following:

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

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

Appointment with an Advisor
For more information, visit [Advising Center](#).

Welcome! Please Log in

User Name: SSCC "S" User ID User Name:

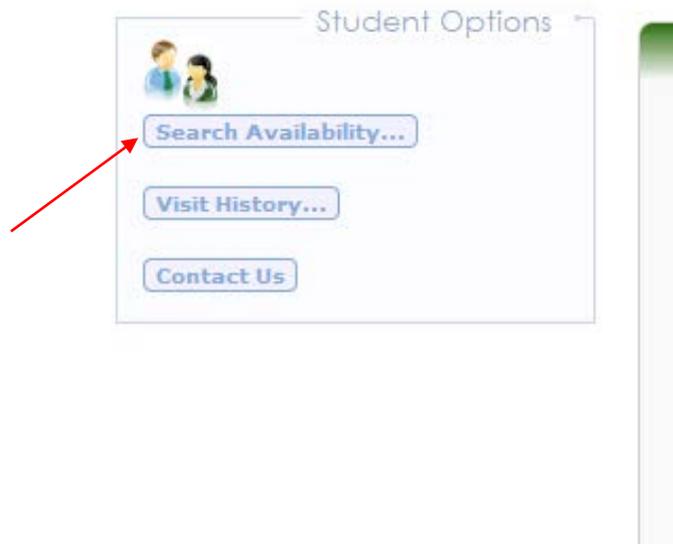
Password: date of birth (New format for all students effective as of 5/23/2014.) Password:

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

Example: Jon Smith, S00112345, date of birth 05/07/1989

User Name: S00112345
Password: 050789

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 several fields. Red arrows point to the following elements:

- The 'Center' dropdown menu, which is set to 'Testing and Assessment'.
- The 'Consultant' dropdown menu, which is set to 'Martin Campus Room 18'.
- The 'From' date field, set to '07/19/2013'.
- The 'To' date field, set to '08/18/2013'.
- The 'Search' button at the bottom.

The form also includes a 'Time' section with a range of '6:00a to 11:00p' and a 'Days' section with 'MON TUE WED THU FRI SAT SUN' and buttons for 'All', 'None', and 'M-F'.

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

Search Criteria:

Center: Testing and Assessment

Consultant:

From: 07/19/2013

To: 08/18/2013

Time: 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.

Available Time Slots:

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

Available Time Slots:

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

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

Appointment Entry

Student: [Redacted]

Staff: COMPASS Placement Marlin Campus Room 1826

Appointment Info

Center: Testing and Assessment

Date: 7/24/2013

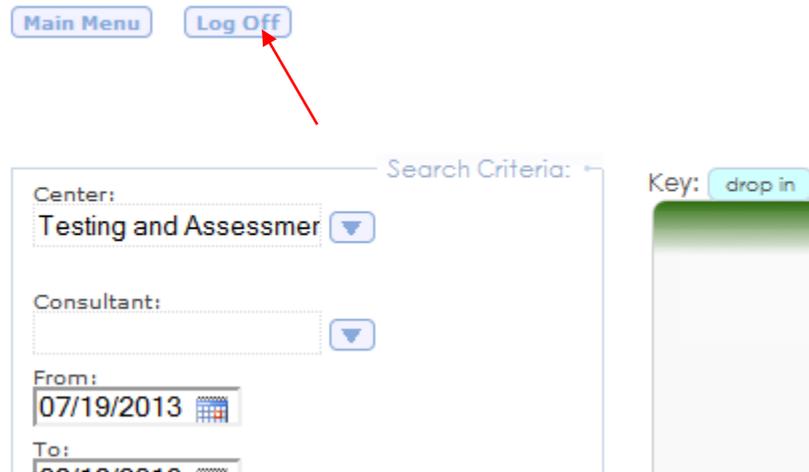
Time: 1:00 PM To: 4:00 PM

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.