

## Directions for Scheduling a Remote Placement Test Help Session

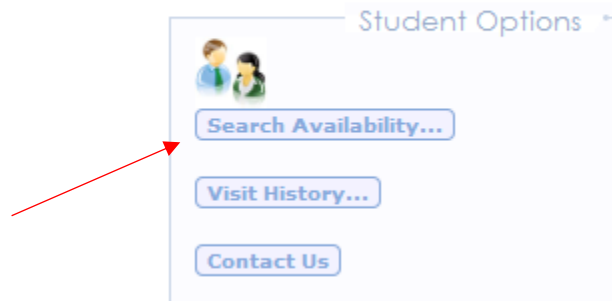
**Note:** Google Chrome is the recommended browser to use with the online appointment system.

1. Log in myShelton; click the *Student Tab*; under the Student Services heading, click *Meet with an Advisor*, or go to <https://trac.sheltonstate.edu>

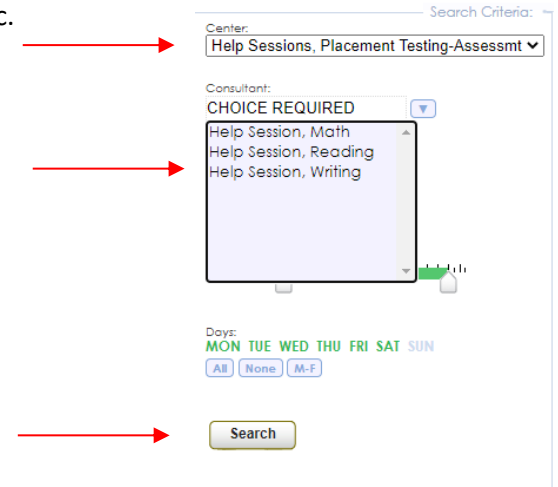
Email: Shelton State Email Address

PIN: 6-digit birthdate (mmddyy)

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



3. From *Search Criteria*:
  - a. From the *Center* menu, select **Help Sessions, Placement Testing-Assesmt** to schedule an appointment.
  - b. From the *Consultant* menu, select the help session topic.
  - c. **DO NOT** change the date range.
  - d. **DO NOT** change the Time or Days.
  - e. Click **Search**.



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

The screenshot shows a search interface on the left and a results panel on the right. The search criteria include: Center: Help Sessions, Placement Testing-Asse; Consultant: Help Session, Math; From: 06/16/2020; To: 10/14/2020; Time: 7:00a to 10:00p; Days: MON TUE WED THU FRI SAT SUN (with M-F selected). A search button is present. The results panel, titled "Available Time Slots:", shows three columns for Wednesdays: 6/17/2020, 6/24/2020, and 7/1/2020. Each column lists a "Math Help Session" from 9:00 AM - 11:00 AM. A red arrow points to the horizontal scroll bar at the bottom of the results panel.

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

This close-up shows the "Available Time Slots:" section. It features three columns for Wednesdays: 6/17/2020, 6/24/2020, and 7/1/2020. Each column displays a "Math Help Session" with a yellow button indicating the time "9:00 AM - 11:00 AM". A red arrow points to the first time slot button.

- Click **Save** when the *Appointment Entry* screen appears.

Appointments Entry

Student: [REDACTED] Staff: Math Help Session

Appointment Info

Center: Help Sessions, Placement Testing-Assesmt

Date: 6/17/2020 Time: 9:00 AM To: 11:00 AM

Recurring Appt Type: None

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

Save

Would you like to sign up for text messaging reminders for your appointments?

Yes No

- Click **Log Off**.

Main Menu Log Off

Search Criteria:

Center: Help Sessions, Placement Testing-Asse

Consultant: Help Session, Math

From: 06/16/2020

To: 10/14/2020

Time: 7:00a to 10:00p

Days: MON TUE WED THU FRI SAT SUN

All None M-F

Search

- You have scheduled a remote Placement Test Help Session. You will receive a confirmation email shortly.

## Directions for Canceling and/or Rescheduling a Remote Placement Test Help Session

Note: You must first cancel your existing appointment. Once you cancel your existing appointment, you can reschedule another appointment by following the instructions for "Directions for Scheduling a Remote Placement Test Help Session".

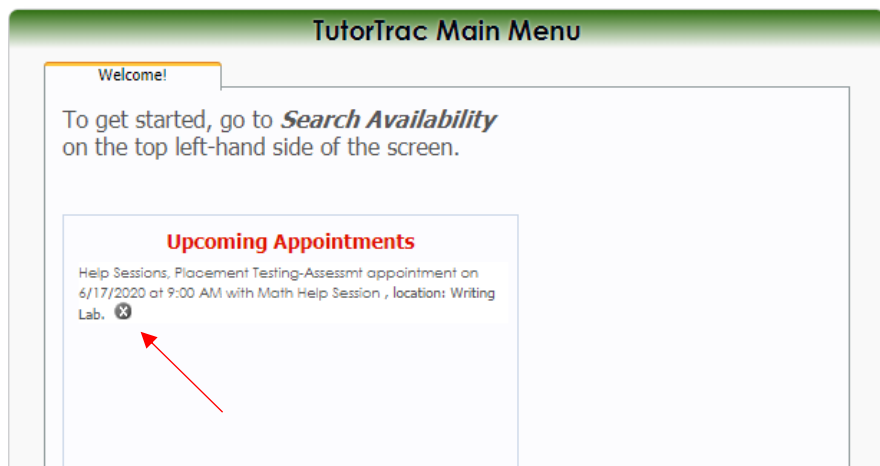
### Canceling an existing appointment:


1. Log in myShelton, click the Student tab, under the Student Services heading, click Meet with an Advisor or go to <https://trac.sheltonstate.edu>

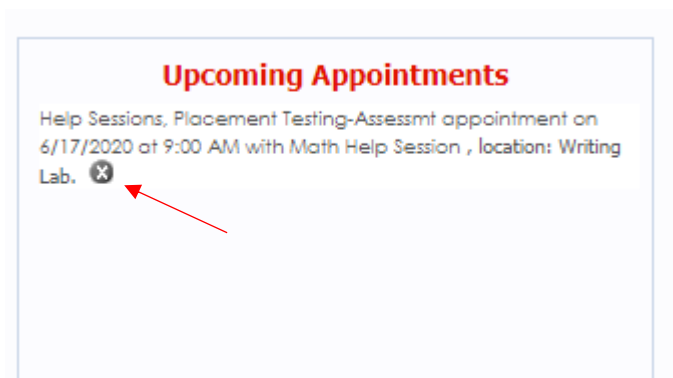
Username: Shelton State User ID (a number beginning with an "A")

Password: 6-digit birthdate (mmddyy)

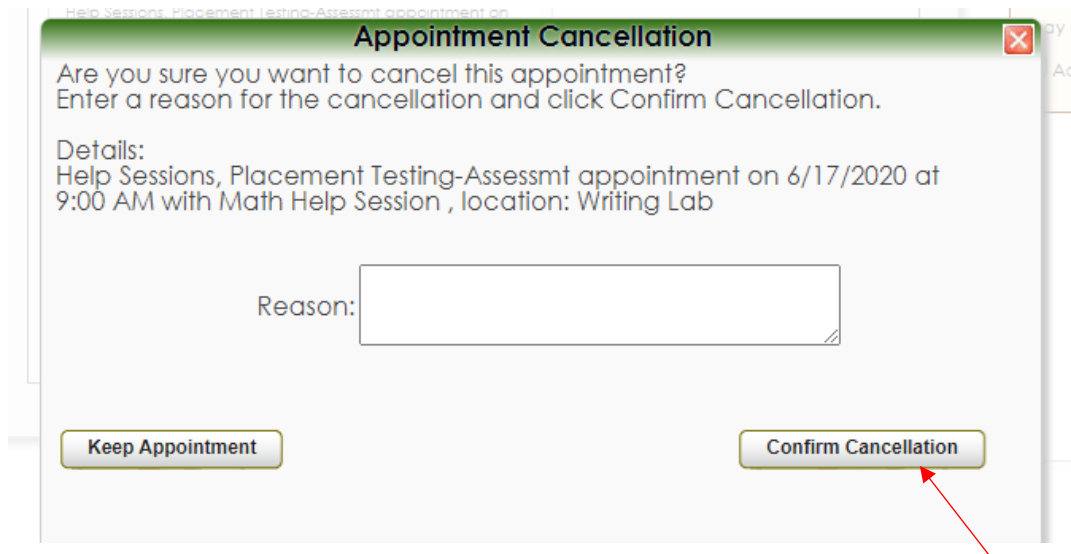
2. Once you are logged in, you should see the session you would like to cancel or reschedule under *Upcoming Appointments*.



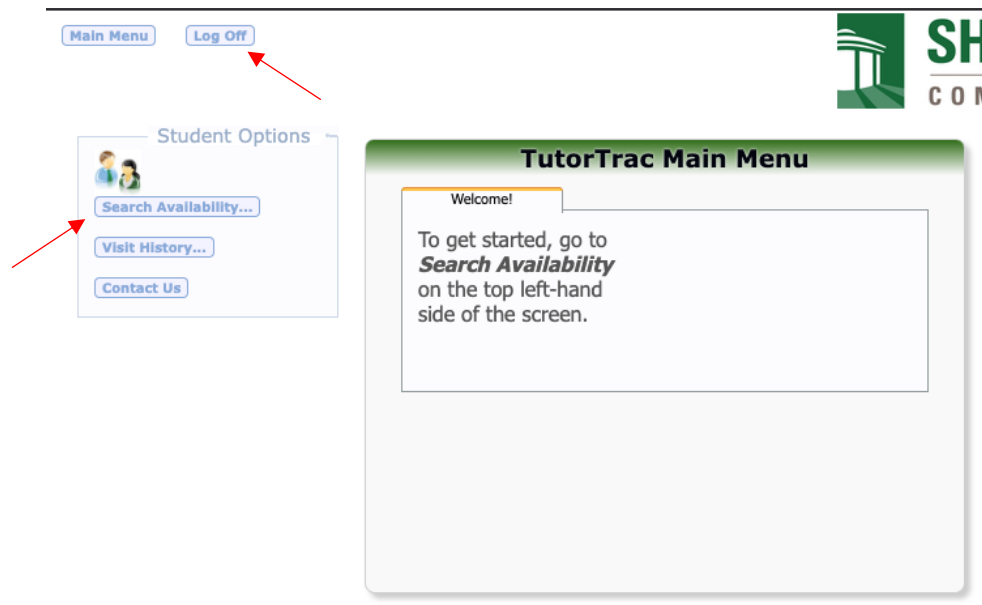
3. Click  to cancel the session.



4. On the *Appointment Cancellation* screen, click **Confirm Cancellation**. You do not have to enter a reason.



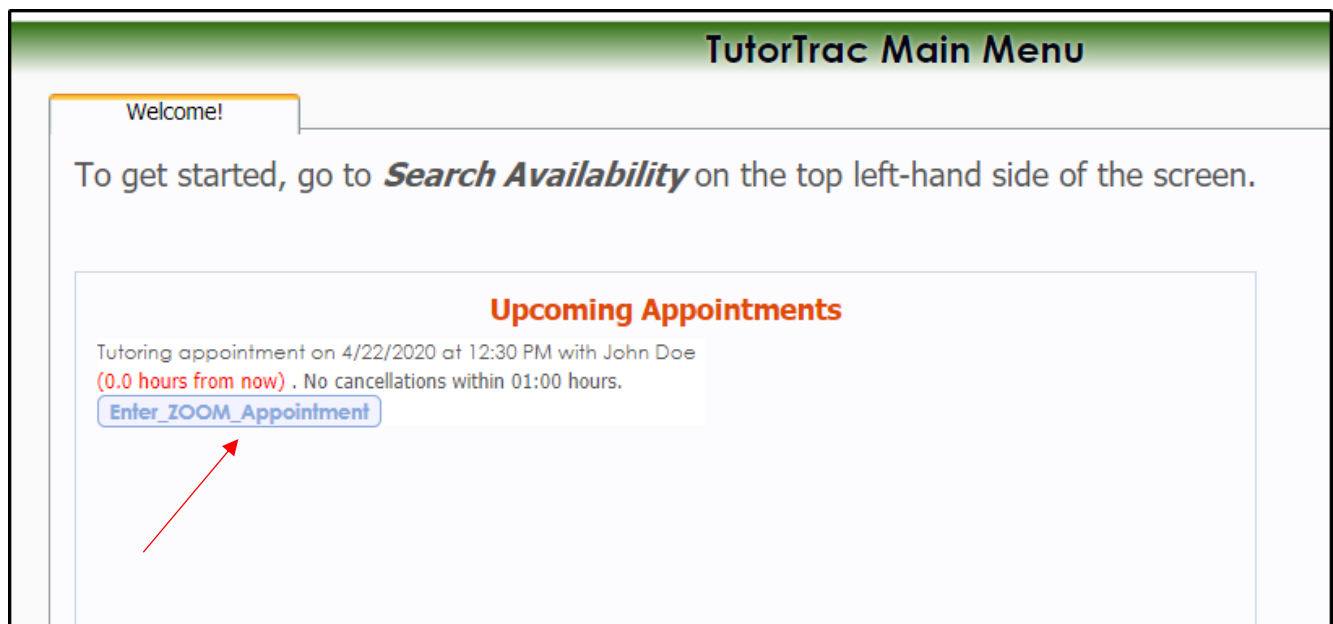
5. You have cancelled your existing session. You will receive a confirmation email shortly. Once the session is cancelled, you **may reschedule** or **log off**.



## Directions for Attending a Remote Placement Test Help Session

To attend a remote Placement Test Help Session utilizing Zoom, follow the steps below after scheduling your appointment:

- Download the Zoom app on your smartphone, tablet, or computer.
- Fifteen (15) minutes before your scheduled appointment, sign in to myShelton > click on the Students tab > click on Meet an Advisor (under Student Services heading), or go to <https://trac.sheltonstate.edu>.
- On the Students Main Menu (center main frame), the “Enter\_Zoom\_Appointment” button should be visible. Click the “Enter\_Zoom\_Appointment” button.



- After clicking “Enter\_Zoom\_Appointment,” you will enter a virtual waiting room. You will be admitted by SOAR staff.