Registering for a Shelton State Days 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/password: 6-digit birthdate (mmddyy)

2. From Student Options, click Search Availability.

3. From Search Criteria:
   a. From the Center menu, select Shelton State Days to register for a Shelton State Days session.
   b. From the Consultant menu, select
      Day (On-Campus), Shelton State if you would like to attend a Shelton State Days session on campus, or
      Day (Virtual), Shelton State if you would like to attend a virtual Shelton State Days session
   c. DO NOT change the date range.
   d. DO NOT change the Time or Days.
   e. Click Search.

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

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

6. Click **Save** when *the Appointment Entry screen* appears.
7. Click **Log Off**.

8. You have registered for your Shelton State Day session. You will receive a confirmation email shortly.
Canceling and/or Rescheduling a Shelton State Days Session

Note: You must first cancel your existing appointment to reschedule for another Shelton State Days session. Once you cancel your existing appointment, you can reschedule another Shelton State Days session by following the instructions for “Registering for a Shelton State Days Session”.

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   Email: Shelton State email address
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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**.