MAKING & ATTENDING APPOINTMENTS WITH YOUR STUDENT TUTORTRAC ACCOUNT

PACE UNIVERSITY
Learning Center

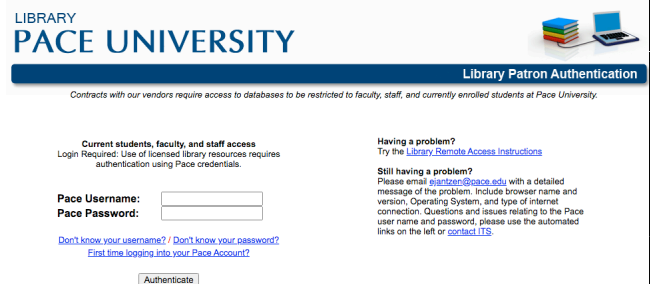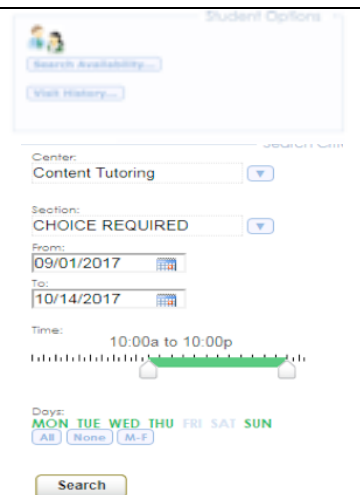|	
Logging in to TutorTrac through the URL on campus: **https://tutortrac.pace.edu/** Once on this page please use your Pace credentials to log in (same login as your Pace Portal) **Note: Suggested Browser is Mozilla Firefox (Internet Explorer won't work well)**	
Logging in to TutorTrac through the URL off campus: **http://rlib.pace.edu/login?url=https://tutortrac.pace.edu** Log in using your Pace credentials twice – once for library then again for TutorTrac (same login as your Pace Portal) **Note: Suggested Browser is Mozilla Firefox (Internet Explorer won't work well)**	
Searching Availability • Select 'Search Availability' from the main page • Dropdown on the left: **select your desired center** {NOTE: Both the "PLV In Person Supports" and "NYC In Person Supports" centers are in person appointments. All other centers are online sessions through ZOOM.} • **Select a course** you would like tutoring for • **Select a time-frame** and hit **Search** • Tutor availability for the selected course will be displayed • Select the time you wish to attend	
Make an Appointment • After selecting your desired time, fill out the information including the reason and the topics to be covered • You will get an automated email confirming your appointment	
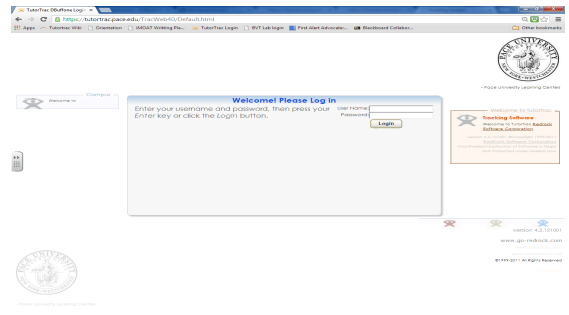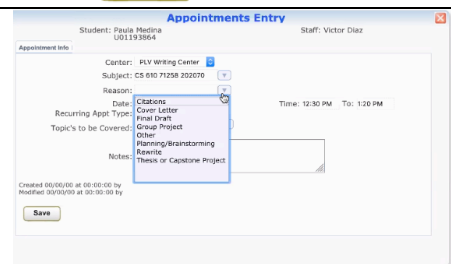
Access for Online Appointments (via ZOOM)

- The password can be found in your confirmation / reminder email.

- **Ten minutes** prior to your scheduled appointment you will see an option to "Enter ONLINE Appointment (as seen to right). Click to enter and use the password provided in your email. This link will be here for the duration of the appointment should you get disconnected.

- **Note:** The link will not be available if you are too early (i.e. for a 10:00 appointment the **earliest** you will have access to the link is 9:50.)

Cancelling an Appointment

- Click the "x" found next to the appointment. Enter the reason and click "Confirm Cancellation"

- If there is not an "x" next to the appointment that means it is too late to cancel. There are no cancellations within 3 hours of the appointment. (This is indicated in red on the image in the row above.)

- If you miss 3 sessions during the semester you will be blocked from making any more appointments. This includes any type of appointment in TutorTrac for Academic Skills, Content or the Writing Center.