

Making Appointments using Trac Cloud



Log in to Trac Cloud through the URL: pace.trac.cloud

Or by using the QR Code:



Once on this page please use your Pace credentials (same login as your Pace Portal)
You will be asked for your **Duo Authentication** after logging in.

Note: Suggested Browser is Mozilla Firefox (Internet Explorer won't work well)

To Schedule an Appointment:

- Select from the drop down menus under "Schedule An Appointment".
 - You have the option to book for the first available appointment or to select a specific date of your choosing.
- Click "Search..."
- You will then be presented with all available appointment slots (see screen to right)
- Choose the slot you would like to book by clicking on it.

NOTE: There are different types of appointments you can choose to book, including online, in-person, 1 on 1, or group sessions. Be mindful of whether you are booking an appointment on the NYC or PLV campus.

The screenshot shows the Trac Cloud interface for scheduling an appointment. At the top, there's a navigation bar with "Trac Cloud", "Log Off", and "Switch to Staff account". Below that, a "Welcome to Pace Learning Commons Trac Cloud!" message is displayed. The main content area has a "Schedule an Appointment" section with a search bar and a "Find first available immediately" dropdown. Below this, there's a "Calendar URL" field and a "Week & Semester Time Check" button. A modal window titled "Schedule an Appointment" is open, showing a list of available slots for "NYC Writing Tutoring" on "Fri May 27". The slots include "Drop In", "1 on 1 Online", and "Group Online OR In-Person".

After You Select Your Appointment:

- After you select your appointment slot you will be able to select the duration of your appointment. You can choose a **25 minute** or **50 minute** appointment.
- If you would like your appointment to be in-person, deselect the **"Is Online"** icon.
- Review details and click **"Confirm"** to book your appointment.
- Then, you will receive a confirmation email with your appointment details.

NOTE: If your appointment is online, the passcode to your Zoom session will be included in your initial confirmation email. You will receive another email prior to your appointment with the Zoom link.

Confirm booking this online appointment in NYC Writing Tutoring with Grant Crawford on Fri, May 27th 2022 for ED523 41263 202240 Final Draft

Start Time: 01:15pm End Time: 01:40pm Duration (Hr:Min): 00:25

Is Online

Enter Online Session

Student

What would you like to review during this session?

Sched By: 2022-05-26 11:06:29 Student Taysa A. Johnson

Sched Mod By: 2022-05-26 11:05:29

CONFIRM

Click Confirm in order to Confirm this appointment