

Making Appointments using TracCloud



PACE
UNIVERSITY
Learning Commons

Log in to TracCloud through the URL: pace.trac.cloud

Or by using the QR Code to the right.

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: We suggest using Google Chrome, Mozilla Firefox, or Safari with TracCloud.



To Schedule an Appointment:

- Select from the drop-down menus titled "Schedule a 'X' appointment." **These drop-down menus correspond to which campus your tutoring session will be located.**
- Choose whether you need an appointment immediately or need to schedule a specific date, then select which subject you'd like assistance with and which service you are requesting.
- Click "Search..."
- You will then be presented with all available appointment slots.
- Click on the slot you would like to book.

NOTE: There are different types of appointments you can choose to book, including online, in-person, 1-on-1, or group sessions.

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.
- 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 on the day of your appointment with the Zoom link.

We look forward to meeting with you!

Welcome to Pace Learning Commons TracCloud!

This system is designed to help you find drop in support or book an appointment. If you are unsure how to use the system please navigate to the following pages:
[How to navigate TracCloud](#)
[How to make an appointment](#)

Surveys/Documents
Please complete the following surveys/documents:

Schedule an Appointment

There are 7 slots of time available, please choose one that works for you... Choose a different date

Fri, May 27 2022

Time	Activity	Staff	Location
11:30-1:00p	NYC Writing Tutoring	Shadman Rahman	E207
11:30-1:00p	NYC Writing Tutoring	Grant Crawford	online
1:00-2:30p	NYC Writing Tutoring	Grant Crawford	online
2:30-4:00p	NYC Writing Tutoring	Grant Crawford	online
2:30-4:00p	NYC Writing Tutoring	Grant Crawford	online
4:00p-5:00p	NYC Writing Tutoring	Grant Crawford	online

Select your desired appointment time...

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	End Time	Duration (Hr:Min)
01:15pm	01:40pm	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 Tayya A. Johnson
Sched Mod By: 2022-05-26 11:06:29

CONFIRM Click Confirm in order to Confirm this appointment

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