

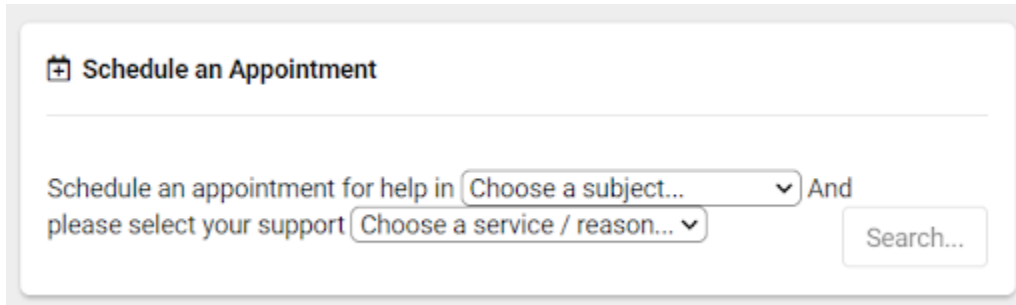
## How to Schedule an Appointment on Trac Cloud

On the [Trac Cloud dashboard](#), you will use the appointment search module(s) to find an appointment.

### It's only 5 easy steps!

**Step 1:** Navigate your dashboard relevant to your needs.

NOTE: All students will have a search widget labeled "Schedule an Appointment."



**Step 2:** Select your course (Academic Coaching will show COAC-100, please choose that for that service) and the reason you would like an appointment, then click "Search."

Reasons available to you might include:

- **Academic Coaching** -- sessions to develop personalized success plans and academic skills (one-on-one)
- **Tutoring** -- content-based practice/Q&A sessions (small group, for a specific course)
- **Academic Peer Mentoring** – sessions that are content based review for specific courses in a group setting

**Step 3:** From the search results, select the day and time that works best for you.

A few tips:

- The search results are color coded: **yellow** represents 'group' sessions, **green** represents 'one-on-one' sessions, and **blue** represents 'drop-in' times (if applicable).
- Click the breadcrumb button [...] on the top-right of your results to narrow to certain days, locations, types, etc.
- Only available appointment times show up in your results-- however, if you walk away from your search results for more than a few minutes, be sure to refresh before booking!
- If you accidentally schedule an appointment, be sure you cancel it so that it will be available to others.

If NONE of the times listed work for you, or you don't get any search results, please fill out a [Waitlist Form](#) (for times/days that do not work for you) or the [Interest Form](#) (for classes that are not listed). A staff member will get back with you, usually within 1-2 days.

**Step 4:** Review the appointment details.

If desired and available, you may be able to select a checkbox to make the appointment weekly recurring.

**NOTE:** Each center and/or staff person may have different options, so view the appointment details carefully to make sure you're scheduling the appointment you want!

**Step 5:** Click "Save" to book the appointment.

TracCloud will then email you with all the session details (we would suggest you add that appointment to your Google Calendar).