- 1. Go to TutorTrac at https://tutortrac.highlands.edu/TracWeb40/default.html
- Log in by using your username (ksmith999 for example below) for your student email. For example, if your email address is: <u>ksmith999@student.highlands.edu</u>, you would use ksmith999 as the username. Next, use your email password as the password for TutorTrac, and click Login.



3. On the left-hand side of the home screen, you should see a link for schedules (search availability). Click on this link.

Student Options	Tutorīrac Main Menu	
Search Availability	Welcome!	
Messages for		
4/26/2018 Your visit was terminated due to the fact that you did not log out. Please log out before leaving the center. Trank you		
5/3/2018 Your visit was terminated due to the fact that you did not log out. Please log out before leaving the center. Trank you		
6/4/2018 Your visit was terminated due to the fact that you did not log out. Please log out before leaving the center. Trank you		

4. Choose the campus location (and fill out the search criteria) to see available appointments.



5. Select the time at which you wish to book the appointment. Appointments may be booked as early as 7 days ahead of time, but no later than 24 hours before.

Center:	Search Criteria:	Key: grop in flan 1 m	uti-perion class or group m	iove the mouse over an availab	ility to view the location and oth	er instructions.
rtersville		Available Time Slots:				
ultant:		Wed 6/6/2018	Thu 6/7/2018	Fri 6/8/2018	Mon 6/11/2018	Tue 6/12/2018
tion:		You may not book soc	ner than 7 days prior to	the appointment, and no later	than 24:00 hours prior to the ap	pointment.
0		Nea Martin	Nea Martin	Deborah Defreitas-Rausseao	Deborah Defreitas-Rausseao	Wanda Westberry
ion:	n i i i i i i i i i i i i i i i i i i i					
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201		12-25 814 12-55 814	12-25 Bit 12-55 Bit	1010 434 10 40 414	1010 444 10 45 444	1210 84 1245 84
		12:23 PM - 12:33 PM	12.25 PM - 12.35 PM	1010 AM - 1040 AM	1010 AM - 1040 AM	12.10 PM - 12.40 PM
		130 PM - 130 PM	130 PM - 130 PM	TURS AN ETCIS AN	10.45 AV - 11.15 AV	12:45 PM - 13:5 PM
5/2018		1:35 PM - 235 PM	1.33 PM - 200 PM	1120 AM - 1100 AM	11.20 AM - 11.30 AM	1.20 PM - 1.30 PM
NOTE OT DE LEG		2.10 PM - 2.40 PM	2.10 PM - 2.40 PM	11.33 AM - 12:23 PM	11-33 AM - 12-23 PM	1.33 PM - 2.00 PM
		2.45 PM - 3.13 PM	245 PM - 3.13 PM	C LC AM PM 1 DAV PM	1230 PM - TUU PM	2.30 PM - 3.00 PM
9/2018		3.20 FM - 3.43 FM	3.20 PM - 3.43 PM		List Print - 1.35 Print	3100 PM - 3.30 PM
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		and a second sec	11:00 AM - 11:31 AM		935 AM . 1005 AM	2 35 PM . 270 PM
		Donna Williams	11:30 AM - 12:00 PM		1010 AM - 1040 AM	THUR PRESIDENT.
			1200 84-12-30 84		10-45 AM . 12/15 AM	
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None M-F		215PM-245PM	100 PM - 1-30 PM		11-55 AM. 10-25 PM	
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		3-25 PM - 3-55 PM	2-20 Pills - 2-20 Pills		ALSO PROFILE OF A	
harch			200701200700			
and the second se			100 F 100 F 100			

6. Once you have selected the tutor and appointment time, click on the appointment to bring up the following window.

A	ppointments Entry	
Student:		
Appointment Info		
Center: Cartersville ᅌ	Location:	
Subject:	Fund:	
Reason:	<u>ا</u>	
Date: 6/8/2018	Time: 9:00 AM To: 9:30 AM	
Phone:		
Notes:		
Created 00/00/00 at 00:00:00 by Modified 69/00/00 at 00:00:00 by		
Save		

- 7. Choose the subject and reason for the appointment. Then click Save. Your appointment should now be scheduled. You should receive an email verifying the appointment.
- 8. If you wish to cancel an appointment, log back into TutorTrac. Under the TutorTrac Main Menu, you will see your upcoming appointments. There will be an X at the end of the appointment explanation. To cancel, click the X. This will bring up a menu allowing you to cancel the appointment and give the reason for the cancellation.