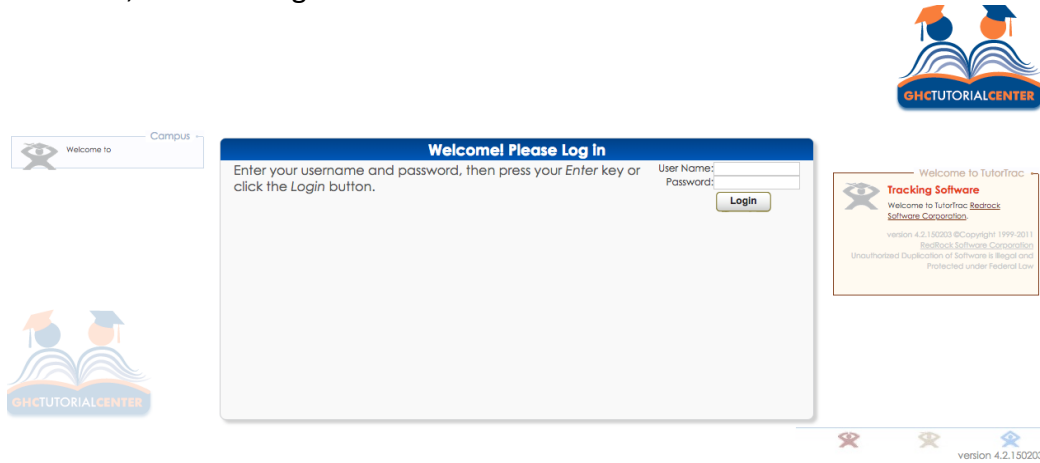
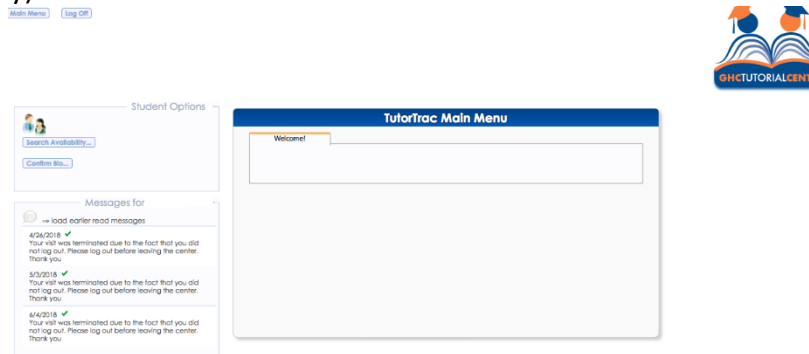


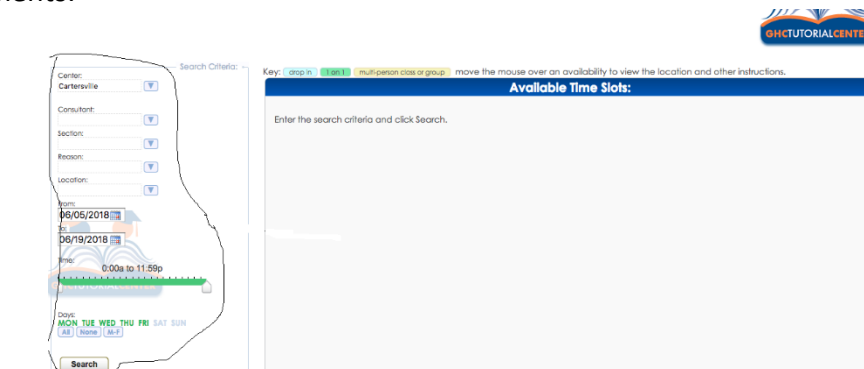
1. Go to TutorTrac at <https://tutortrac.highlands.edu/TracWeb40/default.html>
2. Log in by using your username (ksmith999 for example below) for your student email. For example, if your email address is: ksmith999@student.highlands.edu, you would use ksmith999 as the username. Next, use your email password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



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: Cartersville Search Criteria:

Consultor:

Section:

Reason:

Location:

From: 06/05/2018 To: 06/19/2018

Time: 0:00a to 11:59p

Date: MON TUE WED THU FRI SAT SUN

Search

Key: [Group](#) [List](#) [Multi person class or group](#) move the mouse over an availability to view the location and other instructions.

Available Time Slots

You may not book sooner than 7 days prior to the appointment, and no later than 24:00 hours prior to the appointment.

Wed 6/6/2018	Thu 6/7/2018	Fri 6/8/2018	Mon 6/11/2018	Tue 6/12/2018
Nea Martin 11:15 AM - 11:45 AM 11:30 AM - 12:20 PM 12:25 PM - 12:55 PM 1:00 PM - 1:30 PM 1:35 PM - 2:05 PM 2:10 PM - 2:45 PM 2:45 PM - 3:15 PM 3:20 PM - 3:45 PM	Nea Martin 11:15 AM - 11:45 AM 11:30 AM - 12:20 PM 12:25 PM - 12:55 PM 1:00 PM - 1:30 PM 1:35 PM - 2:05 PM 2:10 PM - 2:45 PM 2:45 PM - 3:15 PM 3:20 PM - 3:45 PM	Deborah DeFreitas-Rousseau 9:00 AM - 9:30 AM 9:35 AM - 10:05 AM 10:10 AM - 10:40 AM 10:45 AM - 11:15 AM 11:20 AM - 11:50 AM 11:55 AM - 12:25 PM 12:30 PM - 1:00 PM	Deborah DeFreitas-Rousseau 9:00 AM - 9:30 AM 9:35 AM - 10:05 AM 10:10 AM - 10:40 AM 10:45 AM - 11:15 AM 11:20 AM - 11:50 AM 11:55 AM - 12:25 PM 12:30 PM - 1:00 PM	Wanda Westberry 11:30 AM - 11:50 AM 11:55 AM - 12:25 PM 12:30 PM - 1:00 PM 1:05 PM - 1:35 PM 1:40 PM - 2:10 PM 2:15 PM - 2:45 PM 2:50 PM - 3:20 PM 3:25 PM - 3:55 PM
Wanda Westberry 1:30 PM - 2:00 PM 2:05 PM - 2:30 PM	Donna Williams 10:00 AM - 10:30 AM 10:35 AM - 11:00 AM 11:05 AM - 11:30 PM 11:35 PM - 12:00 PM	Donna Williams 10:00 AM - 10:30 AM 10:35 AM - 11:00 AM 11:05 AM - 11:30 PM 11:35 PM - 12:00 PM	Nea Martin 9:00 AM - 9:30 AM 9:35 AM - 10:05 AM 10:10 AM - 10:40 AM 10:45 AM - 11:15 AM 11:20 AM - 11:50 AM 11:55 AM - 12:25 PM 12:30 PM - 1:00 PM	Nea Martin 9:00 AM - 9:30 AM 9:35 AM - 10:05 AM 10:10 AM - 10:40 AM 10:45 AM - 11:15 AM 11:20 AM - 11:50 AM 11:55 AM - 12:25 PM 12:30 PM - 1:00 PM

ivarsptparent.schedule!t13, 6/6/2018, 13:30:00, 14:00:00, #33

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

Appointments Entry

Student: Staff: Deborah DeFreitas-Rousseau

Appointment Info

Center: Location:

Subject: Fund:

Reason:

Date: 6/8/2018 Time: 9:00 AM To: 9:30 AM

Phone:

Notes:

Created 00/00/00 at 00:00:00 by
 Modified 00/00/00 at 00:00:00 by

- 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.
- 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.