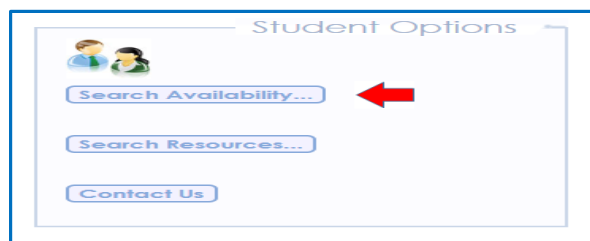
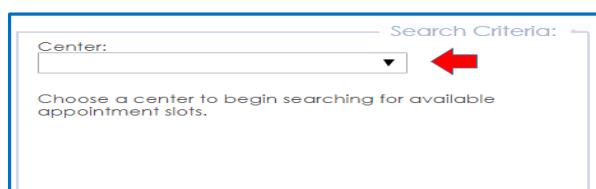


# HOW STUDENTS CAN SCHEDULE AN APPOINTMENT USING TUTORTRAC

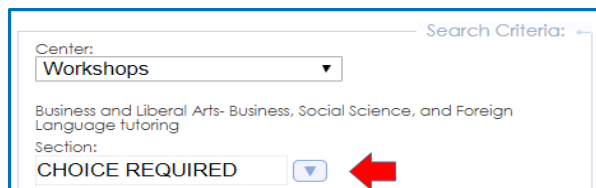
1. Using your TU credentials, log into TutorTrac at the following URL:  
<https://learn.towson.edu/>
2. Click on the Search Availability button



3. Choose a Center from the drop down menu



4. Choose a Section from the drop down menu



5. By default, TutorTrac will choose a 14 day maximum date range for your search. The date range can be expanded.

Search Criteria:

Center: Workshops

Business and Liberal Arts- Business, Social Science, and Foreign Language Tutoring

Section: Tutor Training

From: 09/02/2019

To: 09/13/2019

Time: 8:30a to 7:00p

Days: MON TUE WED THU FRI SAT SUN

Search

6. Available choices will appear

Search Criteria:

Center: Workshops

Business and Liberal Arts- Business, Social Science, and Foreign Language Tutoring

Section: Tutor Training

From: 09/02/2019

To: 09/13/2019

Time: 8:30a to 7:00p

Days: MON TUE WED THU FRI SAT SUN

Search

Key: (group) (color) (multiperson class or group) move the mouse over an availability to view

Available Time Slots:

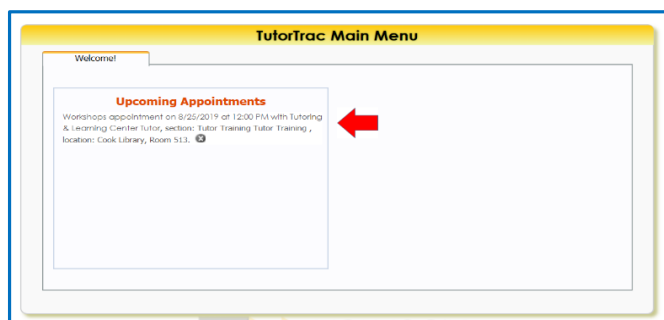
Sun  
9/8/2019

Tutoring & Learning Center Tutor

12:00 PM - 5:00 PM

7. Click on the appointment to access the Appointments Entry screen
  - a. Include your phone number
  - b. Include any information about the appointment, such as problem sets or content that you are struggling with and wish to review during your appointment
  - c. To receive text message reminders, click "yes" on the menu at the bottom
  - d. Remember to click the Save button

8. TutorTrac will send a Confirmation email to your TU email address. The TutorTrac Main Menu will also list your selected appointment.

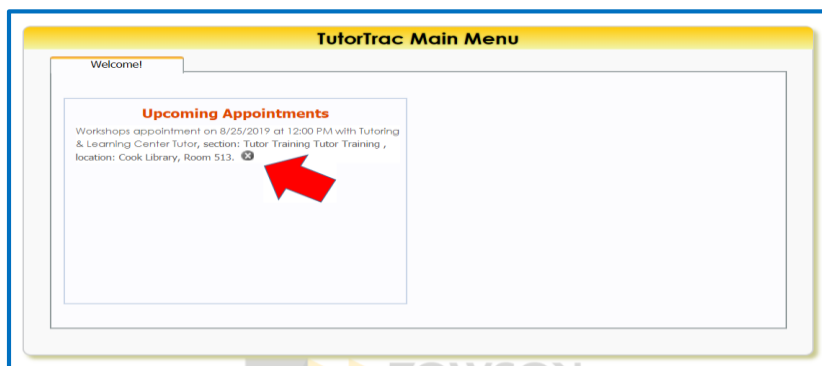


## HOW STUDENTS CAN CANCEL AN APPOINTMENT USING TUTORTRAC

To cancel an appointment with TutorTrac, you must do so 24 hours prior to the appointment time. If the 24 hour window has passed, please call the Tutoring and Learning Center at 410-704-2291, as soon as possible to give the tutor notice.

9. Using your TU credentials, log into TutorTrac at the following URL:  
<https://learn.towson.edu/>

10. Your Upcoming Appointments will be visible on the TutorTrac Main Menu. Click on the **X** to cancel the appointment.



11. Include a reason for the cancellation and click the Confirm Cancellation button.



12. The TutorTrac Main Menu will update your changes and send you a Cancellation email to your TU email.