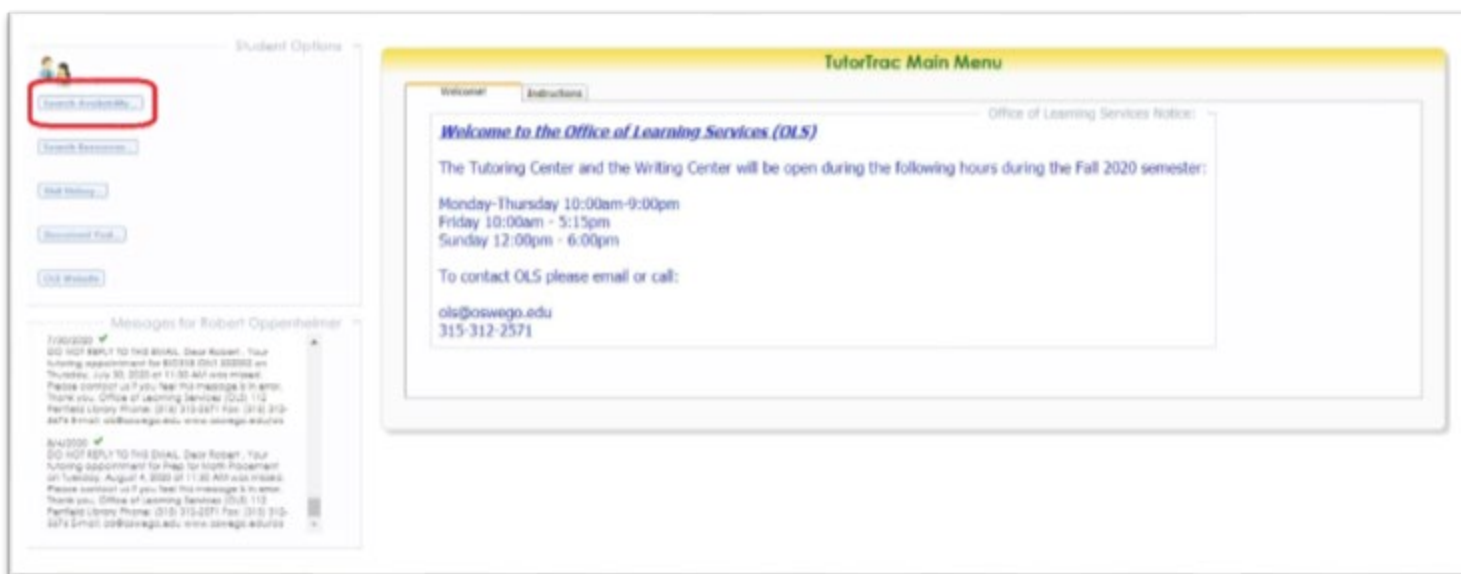


1. Access TutorTrac at oswego.tutortrac.com
2. Log into TutorTrac using your **LakerNet ID** and **Password**. This is the same login as Blackboard and MyOswego.



3. Select the **Search Availability** option on the left, under **Student Options**.



4. Under the **Center** drop down, select the appropriate center that applies to the course you need help in.

STEM Center: Mathematics and Sciences

Tutoring Center: Arts, Business, Humanities, Modern Languages and Social Sciences

Writing Center: assistance for all stages of the writing process



5. Use the **Section** drop down to select the course in which help is required. *The Writing Center does not require a course, simply select **Writing Assistance**.

If you do not see your course, try a different center. If you still do not see your course, we do not tutor your course this semester. Please contact ols@oswego.edu for more information.

6. Use the **Reason** drop down to select your tutoring modality either **In-person** or **Online**.

7. Click **Search** to look for available appointments.



Available appointments will appear as **Green Tabs** on the right, grouped by date and tutor.

8. **Click** on the time slot of your liking. An **Appointments Entry** window will appear.

Key: drop in 1 on 1 multi-person class or group move the mouse over an availability to view the location and other instructions.

Available Time Slots:

Thu 8/13/2020	Tue 8/18/2020	Thu 8/20/2020
Casey Towne casey.towne@oswego.edu	Casey Towne casey.towne@oswego.edu	Casey Towne casey.towne@oswego.edu
11:30 AM - 12:30 PM	11:30 AM - 12:30 PM	11:30 AM - 12:30 PM
12:45 PM - 1:45 PM	12:45 PM - 1:45 PM	12:45 PM - 1:45 PM
2:00 PM - 3:00 PM	2:00 PM - 3:00 PM	2:00 PM - 3:00 PM
3:15 PM - 4:15 PM	3:15 PM - 4:15 PM	3:15 PM - 4:15 PM

Appointments Entry

Student: Robert Oppenheimer
123-45-6789

Staff: Casey Towne

Appointment Info

Center: Location:

Subject:

Date: Time: To:

Recurring Appt Type:

Notes:

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

9. There is a textbox for leaving optional notes for your tutor.

10. Click **Save**

11. Check your Oswego email for confirmation of your appointment including the date, time, subject, tutor and location.

12. For help scheduling an appointment, questions or concerns please contact OLS at ols@oswego.edu or call us at 315-312-2571.