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.

![Available Time Slots](image)

![Appointments Entry](image)

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.