

## How to Make an Appointment

1. Access Tutortrac at the following address: <http://oswego.tutortrac.com>
2. Enter your LakerNet ID and Password to log-in. This is the same log-in you use for MyOswego.

3. Click on the option on the right that says “Search Availability”

[Main Menu](#) [Log Off](#) [Switch to Consultant profile](#)



4. In the “Search Criteria” box, choose either the Tutoring Center or Writing Center. (picture below)
5. **\*IMPORTANT\*** Click the drop-down menu for “Section” and you will see a list of your current courses. Select the course in which you would like to receive tutoring. (picture below)

**\*If you are requesting a Writing Tutoring Appointment, leave the “Section” box empty.\***

6. You may further adjust the dates, time, and days of the week of available tutoring appointments.
7. Click Search.

Search Criteria:

Center: Tutoring Center 4

Section: MAT220 820 201501 5

From: 01/29/2015 6

To: 02/12/2015

Time: 0:00a to 11:59p

Days: MON TUE WED THU FRI SAT SUN

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8. The availabilities for tutoring will be listed to the right. Light blue slots are walk-in sessions that may be attended without booking. Green slots are 1-on-1 appointments. When you find a time that is convenient, click on the slot. ***\*Please do not book appointments less than 20 hours in advance. Tutors are not obligated to show up for appointments that are booked too soon.\****

Key: walk-in 1-on-1 multisession slot or group move the mouse over an availability to view the location and other instructions.

Available Time Slots:						
Wed 9/17/2014	Thu 9/18/2014	Fri 9/19/2014	Sun 9/21/2014	Mon 9/22/2014	Tue 9/23/2014	Wed 9/24/2014
Your account has overrides, allowing you to override any scheduling restrictions.						
Stuart Bates sbates@oswego.edu	Stuart Bates sbates@oswego.edu	Stuart Bates sbates@oswego.edu	Andy Krasly akrasly@oswego.edu	Hannah Valentin hvalen@oswego.edu	Andy Krasly akrasly@oswego.edu	Stuart Bates sbates@oswego.edu
Peer Tutor 8:00 PM - 9:00 PM	Peer Tutor 7:00 PM - 9:00 PM	Peer Tutor 1:00 PM - 3:00 PM	Peer Tutor 1:00 PM - 4:00 PM	Peer Tutor 8:00 AM - 10:00 AM	Peer Tutor 3:00 PM - 5:00 PM 7:00 PM - 9:00 PM 8:00 PM - 9:00 PM	Peer Tutor 8:00 PM - 9:00 PM
	Andy Krasly akrasly@oswego.edu	Hannah Valentin hvalen@oswego.edu				Hannah Valentin hvalen@oswego.edu
	Peer Tutor 7:00 PM - 9:00 PM	Peer Tutor 8:00 AM - 10:00 AM				Peer Tutor 8:00 AM - 10:00 AM

9. Click Save.

***\*If you're booking a Writing Center Appointment, use the drop-down menu to choose the subject in which you would like writing tutoring before clicking Save.\****

**Appointments Entry**

Student: [REDACTED] Staff: [REDACTED]

**Appointment Info**

Center: Tutoring Center	Location: 174 Marano Campus Ce
Subject: MAT220 820 201501	Fund:
Date: 1/29/2015	Status:
	Time: 4:00 PM To: 5:00 PM

Notes:

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

**Save**  Automatically create the visit when this appointment is saved.  
 Override and send confirmation when this appointment is saved.

10. Check your email for a confirmation message.

Congratulations! You've successfully booked an appointment!

If you experience difficulties making appointments, please contact us at [ols@oswego.edu](mailto:ols@oswego.edu), or 315-312-2571.