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"

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.

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.***

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: ██████████████████   Staff: ████████

Appointment Info

Center: Tutoring Center ▼   Location: 174 Marano Campus Ce ▼
Subject: MAT220 820 201501 ▼   Fund: ▼
                                    Status: ▼
Date: 1/29/2015   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, or 315-312-2571.