

Instructions for Making Appointments in AdvisorTrac

1) Log in to AdvisorTrac

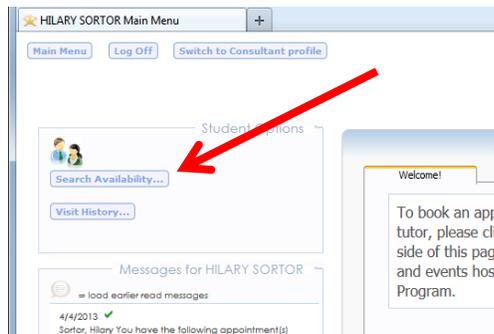
Go to <http://advisortrac.ccnycunyu.edu>

Your User Name is the first part of your CCNY email. Your Password follows this format: CCmmddyFL

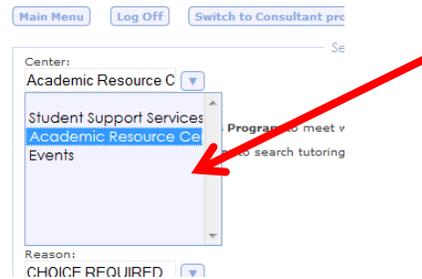
- mmddy = your date of birth
- FL = the initials of your first and last names

Example: Tina Jones, born February 10, 1993 → Username = tjones000 Password= CC021093TJ

2) Click **Search Availability**



3) Under **Center**, select **Advising** to see your counselor, or **Academic Resource Center** for tutoring.



4) In this example, we'll check tutoring availability. Under **Section**, select **your class** and under **Reason**, select **1-to-1 tutoring**. Then click **Search**.

Center: Academic Resource C

WHICH CENTER DO I CHOOSE?
Select Student Support Services Program to see your counselor.
Select Academic Resource Center to search for tutoring.

Consultant: [dropdown]

Section: ENGLB3200 1HJ 1302

Reason: 1-to-1 Tutoring

From: 04/22/2013

To: 05/06/2013

Time: 9:00a to 7:00p

Days: MON TUE WED THU FRI SAT SUN
[All] [None] [M-F]

Search

5) To make an appointment, click on the **green box**.

Available Time Slots:	
Wed 5/1/2013	Mon 5/6/2013
Jon Harris Hall 03 Instructor	Garri Harris Hall 03 Instructor
10:00 AM - 11:00 AM	1:00 PM - 3:00 PM
11:00 AM - 12:00 PM	3:00 PM - 5:00 PM
	Jon Harris Hall 03 Instructor
	11:00 AM - 12:00 PM

6) Click **Save** in the Appointment Entry Screen.

Student: HILARY SORTOR Staff: Jonathan Udelson

Appointment Info

Center: Academic Resource Center Location: Harris Hall 03

Subject: ENGLB3200 1HJ 1302

Reason: 1-to-1 Tutoring

Date: 5/1/2013 Time: 11:00 AM To: 11:50 AM

Created 00/00/00 at 00:00:00 by [blank]
Modified 00/00/00 at 00:00:00 by [blank]

Save

TIP: to cancel an appointment, go to **Upcoming Appointments** in the main Menu and click the grey button.

