

## How to Make an Appointment using Tutortrac:

1. Go to [www.tutoring.sunyit.edu](http://www.tutoring.sunyit.edu) and log into TutorTrac using your SITNET ID (SUNY Poly email without @sunyit.edu) and password

Search Criteria:

Student: [Redacted] [Redacted]

Center: Cayan Library -- Utica

Section: MAT121 02 201709 Dubec

From: 12/29/2017

To: 01/12/2018

Time: 8:00a to 10:00p

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

Search

2. Click on “Search Availability” on the left of your screen under Student Options
3. Under Search Criteria, click on “Center” drop down menu and select Cayan Library - Utica
4. Select the course you need tutoring in (your classes each semester will be linked to Tutortrac)

5. Click Search and a list of times for all available tutors for that class will be displayed.

**Available Time Slots:**

Tue 1/2/2018	Wed 1/3/2018	Thu 1/4/2018
Your account has overrides, allowing you to override any scheduling restrictions.		
<b>Denese Savoy</b> savoyd@sunyit.edu 10:00 AM - 11:00 AM 11:00 AM - 12:00 PM 12:00 PM - 1:00 PM 1:00 PM - 2:00 PM 2:00 PM - 3:00 PM	<b>Denese Savoy</b> savoyd@sunyit.edu 4:00 PM - 6:00 PM	<b>Denese Savoy</b> savoyd@sunyit.edu 11:00 AM - 12:00 PM 12:00 PM - 1:00 PM 1:00 PM - 2:00 PM

6. Select the available day/time and complete appointment by making sure email address and reason for visit are entered. Click save to finalize appointment and you will receive a confirmation email.

**Appointments Entry**

Student: [Redacted]@sunyit.edu Staff: Denese Savoy

**Appointment Info**

Please tell us what topic(s) you are looking for help with so the tutor can be better prepared. Come to your appointment prepared with specific questions to review with your tutor.

Center: Cayan Library -- Utica

Subject: MAT121 02 201709 Dubec

Date: 1/2/2018 Status: [Dropdown]

Email: [Dropdown] Time: 12:00 PM To: 1:00 PM

Notes: I need help with hyperbolic functions.

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.