How to Make an Appointment using Tutortrac:

1. Go to **www.tutoring.sunypoly.edu** and log into TutorTrac using your SITNET ID (SUNY Poly email without @sunypoly.edu) and the same password used for email and Banner.

2. Click on “Search Availability” on the left of your screen under Student Options

   2a) Under Search Criteria, click on “Center” drop down menu and select **Cayan Library – Utica**

   2b) Click on “Section” and select the course or service (i.e. Writing Help, Citation Help, etc.)

   Tutortrac links to each student’s Banner schedule. Any class not listed does not have a tutor.

   All students have access to Writing, Online Writing, Citation, Research, and Presentation Coaching Help for any class requiring a writing or presentation project. If scheduling for one of these services you will not select a class, just the name of the service.

3. Click “Search” and a list of times for all available tutors for that class will display.
4. Select the available day/time and complete appointment by making sure you enter your email address and a reason for your visit. Click “Save” to finalize appointment; you will receive a confirmation email.

- If you need to cancel an appointment, you can click the ‘x’ in the top right hand corner of the time slot on the Tutortrac calendar.

- Tutortrac will not allow you to schedule or cancel an appointment within 12 hours of the appointment time.

- You can email an available tutor to ask directly if you can book an open time slot with them. When you arrive for the appointment sign in as you would a pre-scheduled appointment. You will need to select manually the tutor’s name and the class as well as ‘Tutoring Appointment’ when signing in.

- If you need to cancel an appointment within 12 hours of the scheduled time, please email the tutor to let them know. This will avoid them coming to the Learning Center and waiting for you.