



Making Appointments Using Trac Cloud

Log in to Trac Cloud through the URL: tutoring.molloy.edu Or the QR Code above.

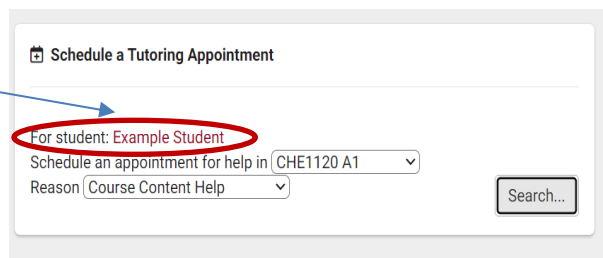
Once on this page please use your Molloy credentials (same login as your Molloy Portal).

To Schedule an Appointment:

* Enter your ID number

- Select from the drop down menu options under "Schedule a Tutoring Appointment".
 - You will select to book the first available **weekly** appointment.
- Click "Search..."
- You will then be presented with all available appointment slots (see screen to the right)
- Choose the slot you would like to book by clicking on it.

NOTE: There are different types of appointments you can choose to book: *online, in-person, 1 on 1, or group sessions*. Be mindful of what type of recurring appointment you are selecting.



Screenshot of the "Schedule a Tutoring Appointment" form. The "For student" field is circled in red and has a blue arrow pointing to it from the text "Enter your ID number".

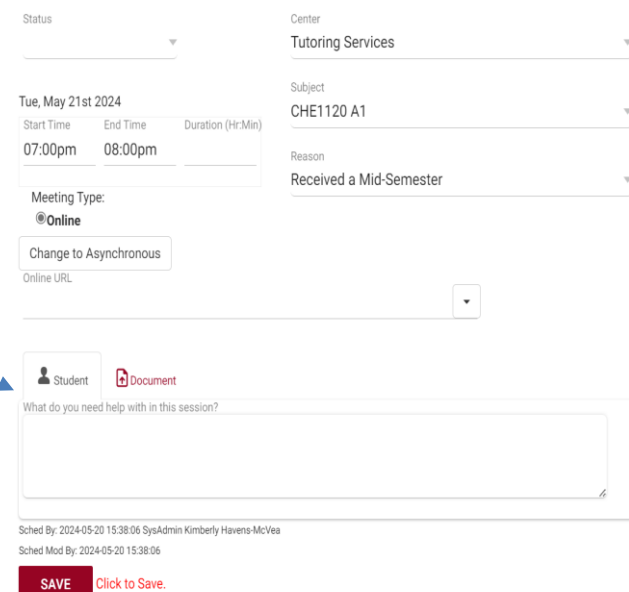


Screenshot of available appointment slots. Three slots are shown for Tuesday, May 21st, 2024: 6:00-7:00pm, 7:00-8:00pm, and 7:00-8:00pm (Monday, May 20th). Each slot shows "3 slots found for this time, click to view".

After Selecting your Weekly Appointment:

- After you select your appointment slot you will:
 - review the details
 - add notes for your tutor or upload your syllabus/document.
 - click "**SAVE**" to book your appointment.
- **You will receive a confirmation email with your appointment details. Your tutor will also receive an email.**

NOTE: If your appointment is online, the tutor will be in touch to arrange the specifics for the session.



Screenshot of the appointment confirmation page. It shows details for a session on Tue, May 21st 2024, from 07:00pm to 08:00pm, for CHE1120 A1. The meeting type is "Online" and the reason is "Received a Mid-Semester". There is a "SAVE" button and a "Click to Save" link.