How To: Schedule a Graduate Statistics Appointment in TutorTrac

1. Go to https://tutoring.asu.edu/student-services/graduate or https://tutoring.asu.edu/student-services/online-graduate-support.

2. On the appropriate page: scroll down to find the “Schedule an appointment’ button and click on that.

3. You will be routed to a new page. Log in using your ASURITE ID.

*TROUBLESHOOTING TIP: If this page does not load properly after you enter your login information, first sign in to your My ASU and then come back to step four*
How To: Schedule a Graduate Statistics Appointment in TutorTrac

4. Click on “Search Availability” in the upper left hand corner.

5. Click the down arrow on the “Center” box and select “Graduate Statistics Tutoring”
6. **Step 1:** Click the down arrow in the “Section” box.
**Step 2:** Select the class or the class or reason you want statistics assistance.

7. **Step 1:** Click the down arrow in the “Location” box.
**Step 2:** Select the location of “Tempe/Online” under the Grad Stats Options heading.

*NOTE*, if you select a location under the writing options, you will not see appointment options*
8. Click on the calendar icon to select a “To” and “From” date range to search for open appointments.

9. Move the buttons to select a time range you want to search.
How To: Schedule a Graduate Statistics Appointment in TutorTrac

10. Step 1: Click on the days to select or unselect which days you want to search
Step 2: Click on the “Search” button.

11. Please wait while the system searches and pulls available appointments. This can take some time depending on how many students are currently using the system.

12. On the screen to the right, all available appointments for the date, time, and day range you selected will appear.

If you do not see this page, please go to page 8 of this document for troubleshooting tips.
How To: Schedule a Graduate Statistics Appointment in TutorTrac

13. Click on the appointment time you want to book.

14. An “Appointment Entry” box will appear after you select a time. You are required to answer two questions on this screen:
   - For the “Reason” drop down box, select the one option of “In person appointment” or “Online Appointment” that will appear to indicate if you will attend in-person or online.
How To: Schedule a Graduate Statistics Appointment in TutorTrac

- For the “I am planning on attending?” drop down box, select “Yes”:

15. Verify that all information including the subject, location, date, and time are what you wanted to select and hit “Save” and close the Appointment entry box.

16. Congratulations! You have booked a graduate statistics appointment. Shortly after you book the appointment, you should receive an email from ssc@asu.edu to your ASU email address confirming your appointment with details on where to go for the appointment.

17. If you booked an online graduate statistics appointment, this confirmation email will contain the Zoom URL you need to access your appointment. Be sure to check your junk mail folder!
How To: Schedule a Graduate Statistics Appointment in TutorTrac

18. Make sure you are attempting to access the schedule through Firefox or Chrome browser for best accessibility. If you are having difficulties seeing a schedule, clear your history and cookies in your browser.

19. For questions, or to reschedule/cancel your appointment, you can call (480) 965-9072 Mondays through Fridays from 8am to 5pm.

20. TROUBLESHOOTING TIP: If you search for available appointments and no results are found, that means all appointments for the date, time, and day range you selected are currently booked. Adjust your date, time, and/or day ranges to search for more appointment availability.

21. TROUBLESHOOTING TIP: Make sure you plan ahead to book your appointments a few days to 1 week in advance to avoid all times being booked.