How To: Schedule an Online Academic Mentoring Appointment in TutorTrac

1. Go to https://tutoring.asu.edu/online-tutoring.
2. Select “Academic Mentors” from the menu on the side of the home page.
3. Click on the hyperlink on “Academic Mentoring” or “TutorTrac”
4. Log in using your ASURITE ID

![Sign In](image1.png)

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

![TutorTrac Main Menu](image2.png)
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6. Click the down arrow on the “Center” box and select “Academic Mentors”

7. Step 1: Click the down arrow in the “Section” box.
Step 2: Select the Mentor Meeting section option.

8. Step 1: Click on the down arrow in the “Location” box.
Step 2: Select “Online” to schedule an online appointment
9. Click on the calendar icon to select a “To” and “From” date range to search for open appointments.

10. Move the buttons to select a time range you want to search.
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11. **Step 1**: Click on the days to select or unselect which days you want to search

   **Step 2**: Click on the “Search” button.

12. 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.

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

14. Click on the appointment time you would like to schedule.
15. If you do not see this page, please go to page 7 of this document for troubleshooting tips.

16. An “Appointment Entry” box will appear after you select a time. Verify that the subject, location, date, and time are what you wanted to select and hit “Save”.

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

18. This confirmation email will contain the url you need to access your appointment. Be sure to check your junk mail folder!

19. 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.

20. For questions, or to reschedule/cancel your appointment, you can call (480) 965-9072 Mondays through Fridays from 8am to 5pm.
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1. 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.

2. TROUBLESHOOTING TIP: If you have the ability to travel to different campus locations, you can also adjust the location to see if there is appointment availability at a different campus. Remember that only online appointments can be attended remotely. All other locations are in-person appointments.

3. TROUBLESHOOTING TIP: Make sure you plan ahead to book your appointments at least 1-2 weeks in advance to avoid all times being booked.