## Managing WTC Appointments on TutorTrac

**Step 1:** Go to <u>http://tutortrac.auk.edu.kw</u> and log in with your AUK username and password.



Note: If you get the screen below on a computer, you can click *switch to full version* and continue

Welcome!       >         Search Availability       >         Confirm BIO       >         Resources       >         Documents       >         AALSS Information       >         Log Out       *         Switch to full version       *		
Search Availability  Confirm BIO Confirm BIO Resources Documents Cont Cog Out Cog Out Switch to full version	Welcome!	>
Confirm BIO > Resources > Documents > AALSS Information > Log Out	Search Availability	>
Resources     >       Documents     >       AALSS Information     >       Log Out        Switch to full version     >	Confirm BIO	>
Documents > AALSS Information > Log Out	Resources	>
AALSS Information	Documents	>
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**Step 2:** Click *Search Availability* 



**Step 3:** Choose *TRC* for tutoring services, or *WRC* for writing services.

Center.	
AAC Library TRC WRC	r avaliable appointment slots.

**Step 4:** Choose the *Section* (subject) then click *Search*.

	— Search Criteria: 🦳
TRC	
Kindly specify the following:	
Consultant:	
ACCT201	
From:	
04/02/2014	
04/16/2014	
Time	
8:00a to 6:59p	
MON TUE WED THU FRI SAT SUN	
All None M-F	
Search	

**Step 5:** You will see all the available appointments for the selected subject. Click the appointment that suits you.

Sun	Mon	Tue	Wed
4/13/2014	4/14/2014	4/15/2014	4/16/2014
Sara Abdel Baki	Hadeel EL-Liethy	Sara Abdel Baki	Hadeel EL-Liethy
1:30 PM - 2:00 PM	1:00 PM - 1:30 PM	1:30 PM - 2:00 PM	1:00 PM - 1:30 PM
2:00 PM - 2:30 PM	1:30 PM - 2:00 PM	2:00 PM - 2:30 PM	1:30 PM - 2:00 PM
2:30 PM - 3:00 PM	Vincent Puyat	2:30 PM - 3:00 PM	Vincent Puyat
3:00 PM - 3:30 PM	12:30 PM - 1:00 PM	3:00 PM - 3:30 PM	9:00 AM - 12:00 PM
Basma Al- Sayed 1:00 PM - 1:30 PM 1:30 PM - 2:00 PM 2:00 PM - 2:20 PM	1:00 PM - 1:30 PM 1:30 PM - 2:00 PM	Basma Al- Sayed 1:00 PM - 1:30 PM 1:30 PM - 2:00 PM 2:00 PM - 2:20 PM	12:30 PM - 1:00 PM 1:00 PM - 1:30 PM 1:30 PM - 2:00 PM
2:30 PM - 2:30 PM		2:30 PM - 2:30 PM	Abdulrahman Zaghla 1:00 PM - 1:30 PM
12:00 PM - 12:30 PM 12:30 PM - 1:00 PM		Hadeel EL-Liefhy 12:00 PM - 12:30 PM 12:30 PM - 1:00 PM	1:30 PM - 2:00 PM 2:00 PM - 2:30 PM 2:30 PM - 3:00 PM

**Step 6:** You will see the screen below. Just specify the *Reason* (e.g. AUK Zoom Individual Session), then click Save.

	Appo	intments Entry		X
Student: Kin SO Appointment Info	sten Bartholome 0010317	Staff: V	incent Puyat	
Center: TRC  Subject: ACCT201 Reason:		Fund:		
Date: 4/16/2014	4	Time: 9:00a 🕜 To	o: 9:30a 🕜	
Notes:				
Created 00/00/00 at 00:00:0 Modified 00/00/00 at 00:00:	00 by 00 by			
Save				

## You're all set!

You can see all your upcoming appointments by clicking on the main menu link at the top left of the page. You may **cancel** an appointment by clicking the *X* next to the appointment, at least an hour before the appointment start time.

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Welcome!	coming Appointments
TRC appointment Mohammed, reaso	on 3/3/2015 at 2:00 PM with Zeinab on: Personal Tutoring, section: CSIS120 .

For assistance with using TutorTrac or any appointment inquiries, please e-mail:

Tutoring: <u>tutoring@auk.edu.kw</u>

Writing: <u>writing@auk.edu.kw</u>