Managing WTC Appointments on TutorTrac

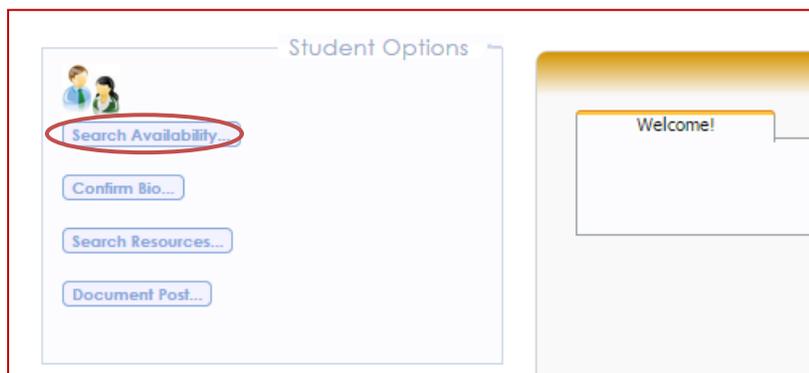**Step 1:** Go to http://tutortrac.auk.edu.kw and log in with your AUK username and password.
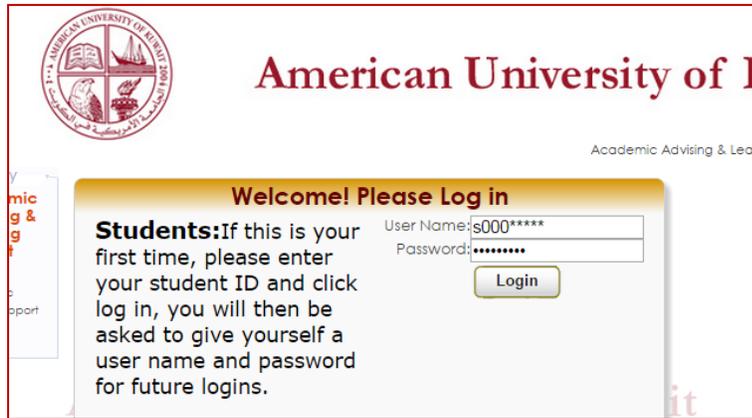
Note: If you get the screen below on a computer, you can click *switch to full version* and continue
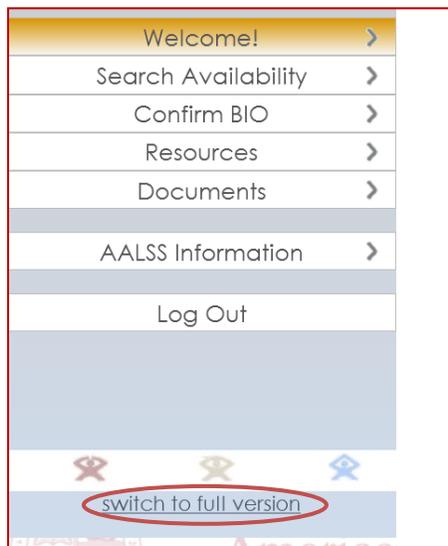
Step 2: Click *Search Availability*

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

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

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

Step 6: You will see the screen below. Just specify the *Reason* (e.g. AUK Zoom Individual Session), then click 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.
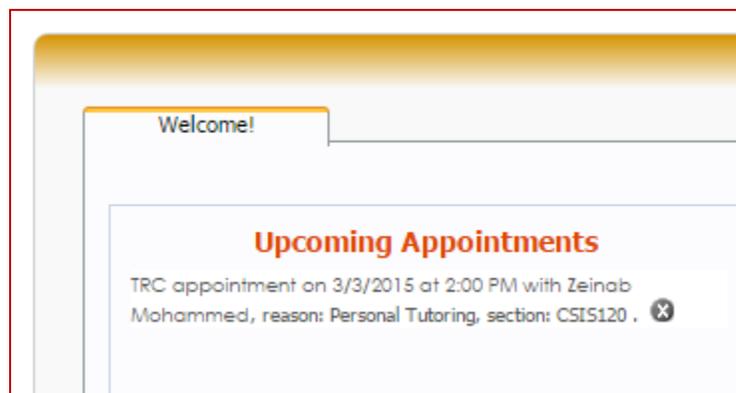
For assistance with using TutorTrac or any appointment inquiries, please e-mail:

Tutoring: tutoring@auk.edu.kw

Writing: writing@auk.edu.kw