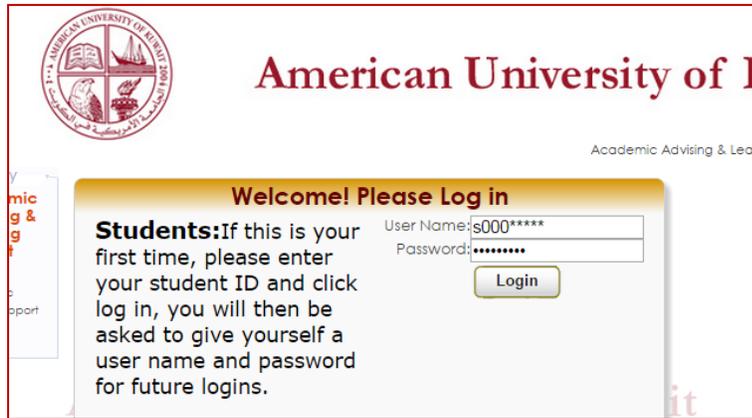
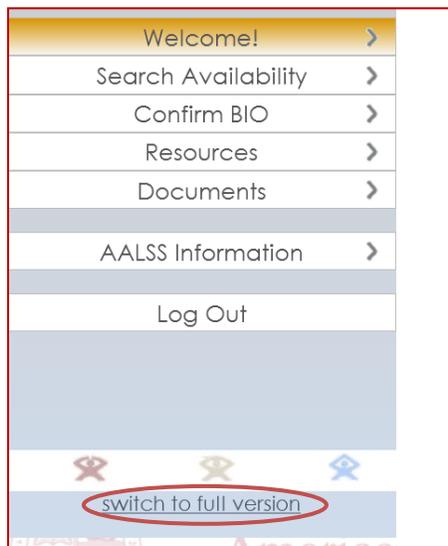


## Managing WTC Appointments on TutorTrac

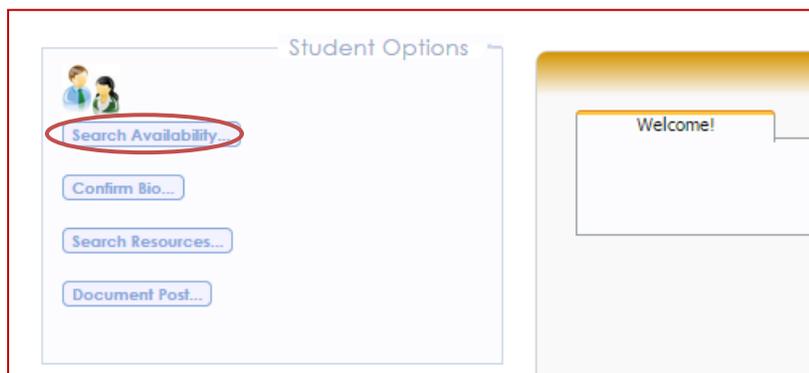
**Step 1:** Go to <http://tutortrac.auk.edu.kw> and log in with your AUK username and password.



**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.

Center: [dropdown arrow]  
AAC  
Library  
TRC ←  
WRC ←

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

Center: TRC  
Kindly specify the following:  
Consultant: [dropdown arrow]  
Section: ACCT201  
From: 04/02/2014  
To: 04/16/2014  
Time: 8:00a to 6:59p  
Days: 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.

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

Student: Kirsten Bartholome  
S00010317

Staff: Vincent Puyat

Appointment Info

Center: TRC

Subject: ACCT201

Reason: (circled in red)

Date: 4/16/2014

Time: 9:00a To: 9:30a

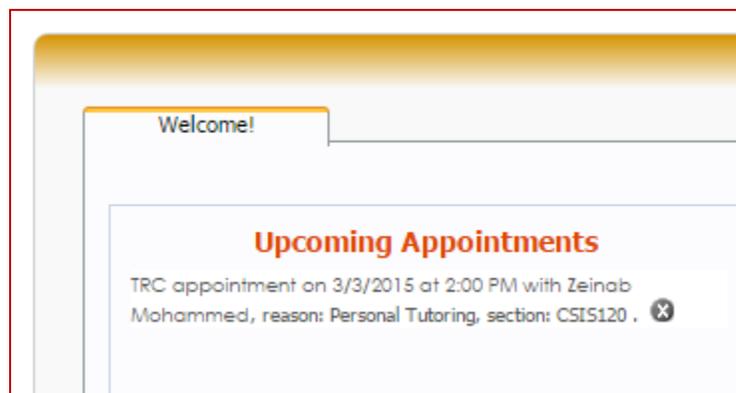
Notes:

Created 00/00/00 at 00:00:00 by  
Modified 00/00/00 at 00:00:00 by

Save (circled in red)

**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](mailto:tutoring@auk.edu.kw)

Writing: [writing@auk.edu.kw](mailto:writing@auk.edu.kw)