Getting Started:

1) Go to [http://trac.suffolk.edu](http://trac.suffolk.edu)
2) Enter your Suffolk Username and Password (Same as you Suffolk Email WITHOUT @Suffolk.edu)

3) After signing into Tutor Trac, the main menu should look like this:
Scheduling an Appointment:

1) Click on “Search Availability” in the Student Options box on the left as shown below:

2) You will be taken to a new screen. Click on the drop down arrow next to the empty “Center” box. In the drop down menu that appears, select “CLAS Tutoring”.

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Available Time Slots:

Enter the search criteria and click Search.
3) Once you select “CLAS Tutoring”, you should be able to see more options as shown below:
4) As those options appear in the window, follow the steps as pointed out below:

- Select the section from the drop down that you want to make an appointment for. If you select the section, **DO NOT SELECT THE REASON.**

- Select the appropriate date for your appointment.

- Select the time for your appointment. You can adjust the right and left arrows to narrow your search.

- Select on search once you are done with above steps.
5) After you click on search, all tutors and time slots matching your search criteria will appear on the right side. Select your desired appointment by clicking on the time slot.

6) An Appointments Entry window will appear as shown below with your subject. Select the Reason as “Tutoring” from the drop down menu.
7) Once you select the Reason, make sure you ENTER your phone number and any notes for the tutor that you would like to notify.