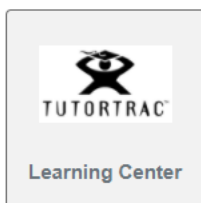


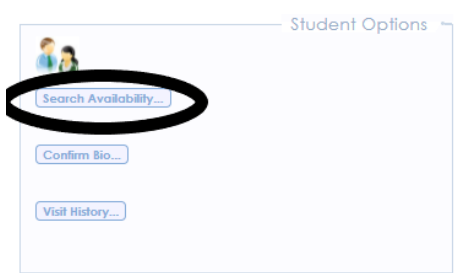
Making your appointments

Step 1 - Go to the [MyLB Single Sign-On](#) and sign in

Step 2 - Click on the Tutortrac: Learning Center Tile



Step 3 - Select, 'Search Availability', from the Student Option Menu



Step 4 - Make a selection in each of the following Search Criteria fields:

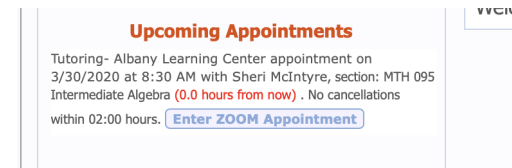
- Center (Learning Center Service or campus)
- Section (Course)
- Location (In-person OR online)

- You can change the dates/times/days, but you do not have to - it will automatically use the defaults settings in the search
- Select, 'Search', when done. All available appointments within the next 10 days will appear.

Step 5 - Select a time/day that works best for you.

Mon 9/13/2021	Wed 9/15/2021	Fri 9/17/2021
Lily W. 11:00 AM - 11:50 AM	Lily W. 11:00 AM - 11:50 AM	Lily W. 11:00 AM - 11:50 AM
12:00 PM - 12:50 PM	12:00 PM - 12:50 PM	12:00 PM - 12:50 PM
1:00 PM - 1:50 PM	1:00 PM - 1:50 PM	1:00 PM - 1:50 P
2:00 PM - 2:50 PM	2:00 PM - 2:50 PM	2:00 PM - 2:50 P

Step 6 - In the Appointments Entry window, you can leave a short note to your tutor letting them know what you would like to work on. Be sure to



confirm the Date, Time, and Location before clicking on, "Save".

Attending your appointments

In Person Appointments: If you chose an In person appointment with any of our services, your tutor, coach, or writing center assistant will be waiting to meet with you on campus.

Online Appointments: If you chose an online appointment, the Zoom link will appear under, "Upcoming Appointments", in your Tutortrac: Learning Center account 10-15 minutes prior to the start of your appointment. Just click on the link and your tutor will join shortly.