SCHEDULING A WRITING CENTER APPOINTMENT USING TUTORTRAC

- Go to [http://tutortrac.pccc.edu](http://tutortrac.pccc.edu)
- Login using your portal ID and password.
- Click on Search Availability.

- Choose the Center (Writing Center).

- Choose the Section from the drop down arrow related to the assignment for which you want help. If you want help preparing to take or retake the CWE, choose CWE Help.

- Choose the Location for your appointment.

- Choose the range of Dates for which you would like the appointment.

- Choose the Days on which you are available for an appointment.

- Click Search.
• Click on the timeslot that works best for you.

• In the pop up window, click Save.

• Check your PCCC student email for a confirmation of your appointment and follow any instructions included.