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.