

# Process: Scheduling an Appointment

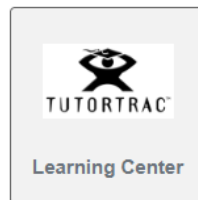
Updated: September 30, 2024

## OVERVIEW

These are instructions for scheduling an appointment for a student when requested.

## PROCEDURE

- 1) Log into **MyLB, SSO** → **Tutortrac**



- 2) On the “**Schedule Appointment**” Widget, enter the *Student ID#* **OR** *Last Name, First Name*

A screenshot of the 'Schedule an Appointment' widget. It includes a title 'Schedule an Appointment', a dropdown menu set to 'Find first available immediately', a text input field for the student name with a search icon and the text '? Search for student', a dropdown menu for 'Choose a subject...', and a 'Search...' button. The 'Search...' button is highlighted with a red circle.

- 3) Click on the **drop-down arrow** and choose the **subject**

A screenshot of the 'Schedule an Appointment' widget, similar to the previous one, but with the 'Choose a subject...' dropdown menu highlighted by a red circle.

- 4) Click on **Search**

A screenshot of the 'Schedule an Appointment' widget, similar to the previous ones, but with the 'Search...' button highlighted by a red circle.

5) Select the appointment that meets the *date, time, & modality*

9:30a-10:20a	Mon Oct 7	Caleb McBeth
Tutoring Center - Corvallis	1 on 1 Online	online
9:30a-10:20a	Mon Oct 7	Caleb McBeth
Tutoring Center - Albany	1 on 1 In-Person OR Online	online or Albany Learning Center
10:00a-10:50a	Mon Oct 7	Kaleah Webb
Tutoring Center - Albany	1 on 1 In-Person OR Online	online or Albany Learning Center
10:00a-10:50a	Mon Oct 7	Kaleah Webb
Tutoring Center - Corvallis	1 on 1 Online	online
10:30a-11:20a	Mon Oct 7	Caleb McBeth
Tutoring Center - Corvallis	1 on 1 Online	online

6) Confirm/Select which **Meeting Type/Modality** (online or in-person)

more...

Status  Center

Fri, October 18th 2024 Subject

Start Time  End Time  Duration (Hr:Min)

Reason

Meeting Type:  
 In-Person  Online

Online URL

What do you need help with in this session?

Sched By: 2024-10-16 14:40:49 SysAdmin Sheri McIntyre  
Sched Mod By: 2024-10-16 14:40:49

[Click to Save.](#)

7) Click on **Save**

more...

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[Click to Save.](#)