Process: Scheduling an Appointment
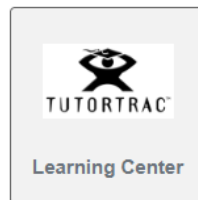
Updated: September 30, 2024

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*

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

4) Click on **Search**

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

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

7) Click on **Save**