

## Scheduling appointments through *TutorTrac*

Please visit the Learning Assistance Programs tutortrac website at [tutortrac.seattleu.edu](http://tutortrac.seattleu.edu)

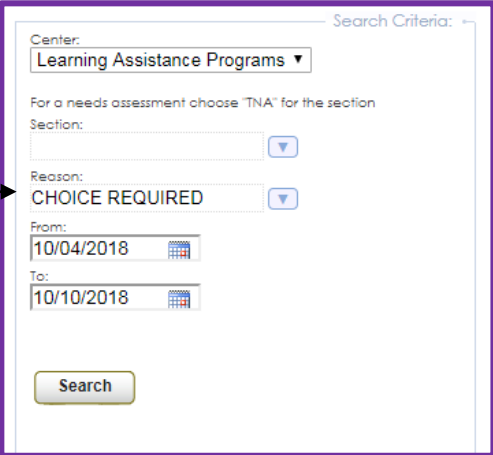
1. Log into the system using your SU handle and password
2. Click on “search availability” on the left
3. select “Learning Assistance Programs” from the drop down menu for “Center” →
4. Make the appropriate choice under “reason”, choose either

**(TNA) tutoring needs assessment** if you are needing tutoring (this must be completed before you can meet with a tutor), or  
**Individual consultation (ICA)** if you want to meet with a specialist about academic success

\*\*for tutoring, see step 6.

5. In the section field, use TNA if you are searching for a TNA, or “other” if you are searching for an ICA.
6. If you are searching for tutoring, which is only done AFTER completing the TNA appointment, include the class in the “section” field
7. Leave the date ranges as is— the more likely you will find available appointments!
8. Click the “search” button
9. Click on a suitable time and fill in the necessary information. Click the “save” button.
10. You will then receive an e-mail confirmation. Please read the e-mail for important information and to ensure accuracy.

\*\*If no times work for you, add yourself to the waitlist by filling out the form, using the “waitlist” link above the appointment options.\*\*  
Failure to follow instructions may result in termination of scheduled appointments.



Search Criteria: -

Center: Learning Assistance Programs ▾

For a needs assessment choose "TNA" for the section

Section: ▾

Reason: CHOICE REQUIRED ▾

From: 10/04/2018

To: 10/10/2018

Search

***For assistance with this process, visit the LAP front desk or call us at 206-398-4450.***