



Scheduling an Online Tutoring Appointment

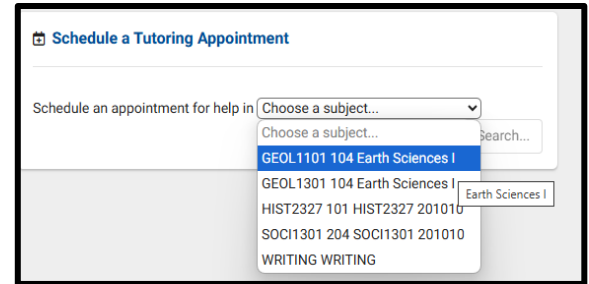
- Using your San Jacinto College credentials, login to TracCloud: <http://traccloud.sanjac.edu>.
(San Jac Email and Password)

*If this is your first time accessing TracCloud, you will be asked to confirm your contact information. You can opt-in for text alerts, which are recommended.



- Click: **Schedule a Tutoring Appointment**

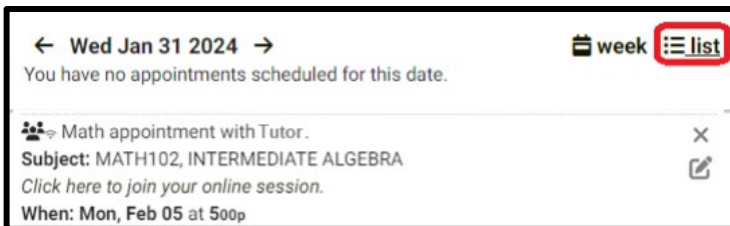
- Select a subject from the drop-down menu and click search.



- By default, TracCloud will search for the earliest available appointments. Click on date to select a specific day. Select the date and time that works best for you and click confirm. ***Students can book up to two appointments a day.**



- You will get a confirmation email to your San Jac email and will be able to view any upcoming appointments on your TracCloud dashboard. *** Links to appointments can be seen 15 minutes before the scheduled appointment time.**



* To view any upcoming appointments, click “list”.

* Click on the **X** to cancel an appointment.



For help and questions regarding online tutoring services email: SSCtutoring@sjcd.edu