Sign Up For a Tutorial Online

Signing In

To sign up for a tutorial, you must first visit tutortrac.cotc.edu. After entering the URL into your internet browser, you should see the following log-in screen. In the space provided, please enter your credentials (your name.# and your Newark Campus Network password).

Search for Availability

After you log in, you should see the screen below. Click the “Search Availability...” link on the left side of the webpage under the “Student Options” section.
Filtering Search Results

Step 1: After you click “Search Availability…” you will be presented with the screen below. In order to filter your search results, you need to click the dropdown arrow next to the field that reads “Center:” and select “OSU Writers Studio”.

Step 2: After you select a center, a series of other fields will appear below the “Center,” including date, time, and day sections. Please fill out these sections completely to insure that you select a time slot that best fits your schedule.
**Step 3:** In order to select a specific date, click on the calendar icon or click directly on the date to type in a specific day.

**Step 4:** To select the time, move the arrows on the time scale to a thirty minute time slot. **NOTE:** Tutorials are scheduled in thirty minute increments. If you would like to schedule for an hour, first schedule for a half an hour, and then follow these steps again and select the subsequent thirty minute time period.

**Step 5:** By default, all days of the week are selected. To deselect a day, simply click on the day. If the name of the day is gray, it has been deselected, if the name of the day is green, it has been selected.

**Step 6:** After you have filled out the search filters completely, click the search button.

**Choosing a Time Slot**

**Step 1:** After you click “search” your search results should populate to the right of your search filters and look like the picture below.

![Available Time Slots](image)

When you see a time slot that fits your search criteria and your schedule, click on that time slot.

**Step 2:** After you click the time slot, you will presented with the screen below.
Make sure that the “Center:” section still shows that you have selected the “OSU Writers Studio” and in the “Reason” drop down menu, select “Tutoring – Signed up”.

Check Your Email

**Step 1:** After you have filled out all of the fields on the appointment entry screen, click the “Save” button. This button will store your appointment in our system and an email will be sent to your Buckeyemail account stating your appointment time and assigned tutor. Your email will look similar to the one below.