Making Appointments using TracCloud





Log in to TracCloud through the URL: pace.trac.cloud

Or by using the QR Code to the right.

Once on this page please use your Pace credentials (same login as your Pace Portal) You will be asked for your Duo Authentication after logging in.

Note: We suggest using Google Chrome, Mozilla Firefox, or Safari with TracCloud.

To Schedule an Appointment:

- Select from the drop-down menus titled "Schedule a 'X' appointment." These dropdown menus correspond to which campus your tutoring session will be located.
- Choose whether you need an appointment immediately or need to schedule a specific date, then select which subject you'd like assistance with and which service you are requesting.
- Click "Search..."
- You will then be presented with all available appointment slots.
- Click on the slot you would like to book.

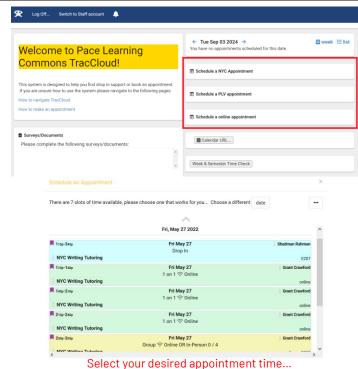
NOTE: There are different types of appointments you can choose to book, including online, in-person, 1-on-1, or group sessions.

After You Select Your Appointment Slot:

- You will be able to select the duration of your appointment. You can choose a 25 minute or 50 minute appointment.
- Review details and click "Confirm" to book your appointment.
- Then, you will receive a confirmation email with your appointment details.

NOTE: If your appointment is online, the passcode to your Zoom session will be included in your initial confirmation email. You will receive another email on the day of your appointment with the Zoom link.

We look forward to meeting with you!



Start Time	End Time	Duration (Hr:Min)
01:15pm	01:40pm	00:25
☑ 🙃 Is Online		
		Enter Online Session
Student		
would you like to review duri	ng this session?	

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