

# Making Appointments using TracCloud



Log in to TracCloud through the URL: [pace.trac.cloud](https://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 drop-down 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.

The screenshot shows the TracCloud interface. At the top, there's a navigation bar with "Log Off..." and "Switch to Staff account". Below that, a yellow banner says "Welcome to Pace Learning Commons TracCloud!". A sidebar on the right has a red box around three options: "Schedule a NYC Appointment", "Schedule a PLV appointment", and "Schedule an online appointment". Below the sidebar, there's a "Surveys/Documents" section. The main content area shows "Schedule an Appointment" with a date selector set to "Tue Sep 03 2024". Below that, a calendar view for "Fri, May 27 2022" shows several slots for "NYC Writing Tutoring" with details like "1 on 1 Online" and "Grant Crawford". A red text overlay at the bottom of the calendar says "Select your desired appointment time...".

## 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!**

Confirm booking this online appointment in **NYC Writing Tutoring** with **Grant Crawford** on **Fri, May 27th 2022** for **ED523 41263 202240 Final Draft**

Start Time: 01:15pm    End Time: 01:40pm    Duration (Hr:Min): 00:25

Is Online

Enter Online Session

Student

What would you like to review during this session?

Sched By: 2022-05-26 11:06:29 Student Tayya A. Johnson  
Sched Mod By: 2022-05-26 11:06:29

**CONFIRM** Click Confirm in order to Confirm this appointment