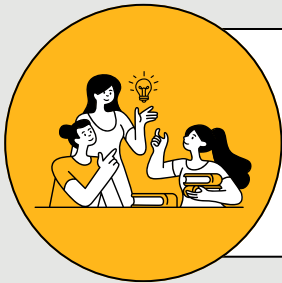# trac☁ SCHEDULE AN APPOINTMENT

01. LOG INTO GO.UNCG.EDU/TRAC

- Use your UNCG account information.
- If prompted, be sure to confirm your details (such as cellphone, pronouns, and preferred name)

02. SELECT COURSE & REASON IN THE "SEARCH" WIDGET

If your class isn't listed, email TracSysAdmin@uncg.edu for help!

📅 Search for an Appointment

Select a Course: Choose a subject... ▾ And
Select a type of support:
- **Academic Coaching:** academic skills and success planning.
- **Tutoring:** Content practice, Q&A, review.
- **Writing Center:** Consulting on any written work.
- **Speaking Center:** Consulting on verbal communication tasks.

Choose a service / reason... ▾   Search...

03. REVIEW DETAILS AND SELECT A TIMESLOT

There are 2 slots of time available. Please choose one that works for you...
Choose a different date: 06/18/2024   ···

Thu, Jun 20 2024

840a-910a	Thu Jun 20 Group Online 📶 0 / 3	Alex
AAC Academic Coaching		online
920a-950a	Thu Jun 20 Group Online 📶 0 / 3	Alex
AAC Academic Coaching		online

Load more for Fri, Jun 21 2024...

Appointment Request   Close

- Use the date field to filter for a specific date.
- Select [...] button to narrow by type.
- Click a specific tile to see session details.
- Use "Appointment Request" button to notify us if no times work for you.

NOTE: BLUE drop-in sessions cannot be reserved-- you just show up at the date/time/location indicated.

04. BOOK YOUR APPOINTMENT

On the Appointment Details screen, be sure to:
- Review and select any options shown for that session.
  - (for example, online vs. in-person, recurring session, etc.).
- If prompted, agree to the center's attendance policy.
- Click "confirm" to lock in your appointment.

CONFIRM

NOTE: Once booked, you will receive an email from uncg@traccloud.com with all the session details.

Need to cancel? Load your TracCloud dashboard, navigate to the session date on the calendar widget, click the grey 'x' then click "OK"

NEED HELP? Email TracSysAdmin@uncg.edu or check out go.uncg.edu/trac_info for our FAQ