

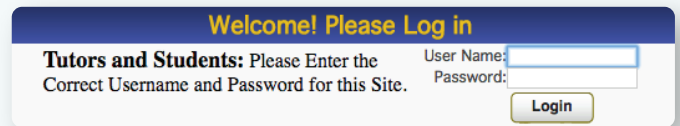
# How to Schedule a Coaching Appointment

## 1. LOGIN

**WEBSITE:** <https://tutortrac.kent.edu/>

**USERNAME:** FlashLine username

**PASSWORD:** FlashLine password



## 2. STUDENT OPTIONS

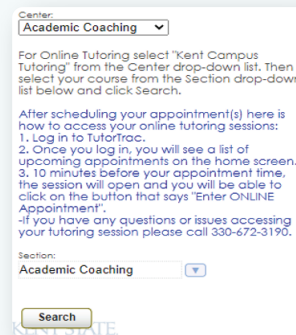
Click on "Search Availability"



## 3. SEARCH CRITERIA

**CENTER:** Choose "Academic Coaching"

**SECTION:** Select "Academic Coaching"



## 4. SELECT COACHING TIME

Click on an available time slot that fits your schedule.

Key: drop in 1 on 1 multiperson class or group move the mouse over an availability to view the location and other instructions.

Available Time Slots:			
Mon 1/7/2019	Tue 1/8/2019	Wed 1/9/2019	Thu 1/10/2019
Bailey Brogan 1:00 PM - 1:50 PM 4:00 PM - 4:50 PM 6:00 PM - 6:45 PM	Bailey Brogan 1:00 PM - 1:50 PM 4:00 PM - 4:50 PM 6:00 PM - 6:45 PM	Bailey Brogan 1:00 PM - 1:50 PM 4:00 PM - 4:50 PM 6:00 PM - 6:45 PM	Bailey Brogan 1:00 PM - 1:50 PM 4:00 PM - 4:50 PM 6:00 PM - 6:45 PM
Kevin (10-12) Cizek 6:00 PM - 6:50 PM	Kevin (10-12) Cizek 12:00 PM - 12:50 PM 1:00 PM - 1:50 PM 2:00 PM - 2:50 PM	Kevin (10-12) Cizek 6:00 PM - 6:50 PM	Kevin (10-12) Cizek 12:00 PM - 12:50 PM 1:00 PM - 1:50 PM 2:00 PM - 2:50 PM
Jeremy (10) Farbman 11:00 AM - 11:50 AM 12:00 PM - 12:50 PM 4:00 PM - 4:50 PM 6:00 PM - 6:50 PM	Jeremy (10) Farbman 11:00 AM - 11:50 AM 12:00 PM - 12:50 PM 1:00 PM - 1:50 PM 2:00 PM - 2:50 PM	Jeremy (10) Farbman 11:00 AM - 11:50 AM 12:00 PM - 12:50 PM	Jeremy (10) Farbman 11:00 AM - 11:50 AM 12:00 PM - 12:50 PM 1:00 PM - 1:50 PM 2:00 PM - 2:50 PM
Taylor Feldt	Taylor Feldt 1:00 PM - 1:50 PM 2:00 PM - 2:50 PM	Taylor Feldt 9:00 AM - 9:50 AM 10:00 AM - 10:50 AM	Taylor Feldt 11:00 AM - 11:50 AM 12:00 PM - 12:50 PM 1:00 PM - 1:50 PM 2:00 PM - 2:50 PM 4:00 PM - 4:50 PM

## 5. INPUT YOUR INFORMATION

Select "Regular Appt" from the Reason drop-down menu.

Add your phone number to the Phone text box

Select "Yes" to sign up for text messaging reminders for your appointment

Click "Save"

*You will receive a confirmation email once you have successfully scheduled your appointment.*

