FAU
CENTER FOR LEARNING AND STUDENT SUCCESS
Florida Atlantic University

Finding a Tutor & Scheduling Appointments

Here are the step-by-step instructions:

1. Before you start, please note that it is best to utilize Firefox or Google Chrome as your internet browser. TracCloud does not always display all the menus correctly if you are using Internet Explorer.

2. Go to tutoring.fau.edu and sign in with single sign on.

3. After logging in, select the widget for 'schedule a tutoring/consultant appointment'.

4. Under 'Schedule an appointment for help in', select the course you would like tutoring in and select search. Please make sure to verify that you select the appropriate appointment block and location for what you need help with.

5. All of the available tutors, times and dates will appear. If no times work for you, select the red load more button for more appointment dates and times. Click on the time slot that you would like to book the appointment for.

6. Once you select the appointment that works best for you, view the details of your appointment and click save.

7. You will get an email confirmation after booking an appointment.

8. On the main TracCloud page you will see upcoming appointment information. This is where you can edit and/or cancel your appointment if necessary.

Please feel free to contact CLASS at class@fau.edu or stop by our office (GS 223) if you need further assistance.