URI undergraduate students can now schedule 50 minute consultations with our Peer Academic Consultants for help with studying, planning, and managing time!

Here’s how to make your appointment:

1. Visit [myapps.microsoft.com](https://myapps.microsoft.com)

2. Choose Trac Cloud:

3. From the drop-down menus for subject and service/reason, select “Academic Skills Support” and “Academic Skills Consultations”

4. Choose a reason: Time Management or Study Skill Development. Then click OK.

5. Click Search:
6. Choose **Academic Skills Consultation**. Search to load available appointments:

![Appointment Schedule]

7. Choose **appt location** (if options are available):
   - Leave the check mark in the “Is Online” box if you would like for your appointment to be on Zoom.
   - Uncheck the box if you would like your appointment to be in person. *Note: In-person Academic Skills consultations are held in the AEC Drop-in Tutoring Center on the lower level of Carother library (rm. LL04)*

![Appointment Confirmation]

8. Click **“Confirm”**

9. Check your email for an appointment confirmation from [aec@etal.uri.edu](mailto:aec@etal.uri.edu)
Note: for online appointments, you will be instructed to log into Trac Cloud no more than 15 minutes before your appointment. In Trac Cloud, you will see a link to the meeting room. Your consultant will be ready to receive you at the appointment time.