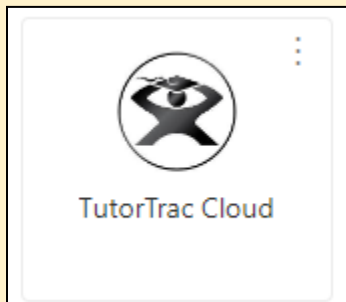


## STEP FOR MAKING AN APPOINTMENT WITH A PEER ACADEMIC CONSULTANT

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**:



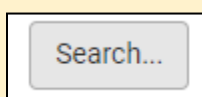
3. From the drop-down menus for **subject** and **service/reason**, select **“Academic Skills Support”** and **“Academic Skills Consultations”**

A screenshot of the "Schedule a Tutoring Session" web form. The form includes a dropdown menu for "Find first available immediately", a "Choose Subject" dropdown menu set to "Academic Skills Support", and a "Choose a service / reason..." dropdown menu. The "Choose a service / reason..." menu is open, showing options: "Academic Skills Consultations..." (highlighted in blue), "Drop In Tutoring", "Occasional Session" (with a "null" value), "Online Occasional Session", "Online Weekly Tutoring Group", and "Weekly Tutoring Group". A "Search..." button is visible to the right of the dropdown menu.

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

A screenshot of a dialog box titled "Please choose a service / reason...". The dialog box contains an information icon (i) and the text "Please choose one of the following choices:". Below this text is a dropdown menu with two options: "Study Skill Development" and "Time Management". At the bottom right of the dialog box are two buttons: "OK" and "Cancel".

5. Click **Search**:



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

Subject: **Academic Skills Support**  
Reason: **Study Skill Development**

There are 3 slots of time available, please choose one that works for you... Choose a different

**Tue, Feb 14 2023**

500p-550p **Tue Feb 14**  **Johanyx Rodriguez**  
1 on 1  Online OR In-Person  
**Academic Skills Consultations** online or Library LL4 (Small Room)

**Wed, Feb 15 2023**

300p-350p **Wed Feb 15**  **Sofia Calderon Azate**  
1 on 1  Online  
**Academic Skills Consultations** online

400p-450p **Wed Feb 15**  **Sofia Calderon Azate**  
1 on 1  Online  
**Academic Skills Consultations** online

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)*

Schedule a Tutoring Session

Subject: **Academic Skills Support**  
Reason: **Study Skill Development**

Confirm booking this appointment in **Academic Skills Consultations** with consultant name **on Tue, February 14th 2023 for Academic Skills Support Study Skill Development**

Start Time	End Time	Duration (Hr:Min)
05:00pm	05:50pm	50

**Is Online**  
Unchecking this box means you have opted in to an in-person meeting with this staff member.

? **Special Needs / Skills / Accommodations**  
No Special Needs / Skills / Accommodations have been indicated for this appointment.

Sched By: 2023-02-13 15:16:05 Student Dayna B. Batres  
Sched Mod By: 2023-02-13 15:16:05

The location for this appointment is **Library LL4 (Small Room)**

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.*