

## Make an Appointment with MSRC

1. To schedule an appointment with the Math and Science Resource Center, visit [TutorTrac](#). Log in using your John Jay credentials. NOTE: Do *not* include “@jjay.cuny.edu”



John Jay College



### Welcome! Please Log in

**Faculty & Students:** Welcome to TutorTrac! Please log in using your John Jay username and password. Your username is the portion of your John Jay email address that comes before the "@" symbol. Do NOT enter your entire email address.

**Tutors and TutorTrac Admins:** If your TutorTrac ID is not the same as your John Jay ID, please log in using your TutorTrac user ID and password.



**Looking for AdvisorTrac?:** Logging in here will take you to TutorTrac. If you need to go to AdvisorTrac instead, please go to <https://jjcadvisortrac.jjay.cuny.edu>.

User Name:   
Password:



2. Click on “**Search Availability**” on the left side of the screen.

Student Options

 **Search Availability...** 

Visit History...

Document Post...

Contact Us

## John Jay College Trac Main Menu

Welcome! How To

Math and Science Resource Center Notice:  
Fall 2018 Tutoring If you are having trouble scheduling an appointment please refer to the MSRC web page (<http://www.jjay.cuny.edu/manage-your-appointments-online-tutortrac>) for more information on making an appointment.

Modern Language Center Notice:  
Modern Language Center. Welcome Back for Spring 2020! Please use your JJAY email username and password to log into the system.

3. Choose the “**Math and Science Resource Center**”. Select your math course, reason for appointment, date and time. Click **Search**.

Search Criteria:

Center:  ←

You may search and book appointments for any course the MSRC supports in which you are currently enrolled. Note that you may not have more than three upcoming appointments at a time. Also, please be aware that if you have already missed three scheduled appointments this semester, you will not be able to schedule appointments for the remainder of the semester. You can still, however, receive tutoring on a walk-in basis.

Section:  ↓ ←

Reason:  ↓ ←

From:

To:

Time: 7:45a to 11:59p

Days: **MON TUE WED THU FRI SAT SUN**

Key:    move the mouse over an av

Enter the search criteria and click Search.

4. Available slots will appear on the right side of the screen.

Search Criteria:

Center: **Math\_and\_Science\_Resource\_Center**

You may search and book appointments for any course the MSRC supports in which you are currently enrolled. Note that you may not have more than three upcoming appointments at a time. Also, please be aware that if you have already missed three scheduled appointments this semester, you will not be able to schedule appointments for the remainder of the semester. You can still, however, receive tutoring on a walk-in basis.

Section: STA250 07 1202

Reason: Tutoring

From: 03/20/2020

To: 04/10/2020

Time: 7:45a to 11:59p

Days: **MON TUE WED THU FRI SAT SUN**

Key:    move the mouse over an availability to view the location and other instructions.

Available Time Slots:					
Fri 3/20/2020	Sat 3/21/2020	Mon 3/23/2020	Tue 3/24/2020	Wed 3/25/2020	Thu 3/26/2020
You may not book sooner than 14 days prior to the appointment, and no later than 00:00 hours prior to the appointment.					
<b>Edit</b> 3:00 PM - 3:50 PM 4:00 PM - 4:50 PM	<b>Bastian</b> 11:00 AM - 11:50 AM 12:00 PM - 12:50 PM 1:00 PM - 1:50 PM 2:00 PM - 2:50 PM 3:00 PM - 3:50 PM	<b>Supriya</b> 9:00 AM - 9:50 AM 10:00 AM - 10:50 AM 11:00 AM - 11:50 AM <b>Edit</b> 9:00 AM - 9:50 AM 12:00 PM - 12:50 PM <b>Jadaera</b> 9:00 AM - 9:50 AM 3:00 PM - 3:50 PM <b>Bastian</b> 3:00 PM - 2:50 PM	<b>Supriya</b> 10:00 AM - 10:50 AM 11:00 AM - 11:50 AM 12:00 PM - 12:50 PM 2:00 PM - 2:50 PM <b>Edit</b> 4:00 PM - 4:50 PM 5:00 PM - 5:50 PM <b>Tania</b> 3:00 PM - 3:50 PM 4:00 PM - 4:50 PM <b>Jadaera</b> 3:00 PM - 3:50 PM 4:00 PM - 4:50 PM <b>Bastian</b> 11:00 AM - 11:50 AM	<b>Supriya</b> 9:00 AM - 9:50 AM 10:00 AM - 10:50 AM 11:00 AM - 11:50 AM <b>Bastian</b> 5:00 PM - 5:50 PM	<b>Supriya</b> 11:00 AM - 11:50 AM 12:00 PM - 12:50 PM <b>Edit</b> 9:00 AM - 9:50 AM 10:00 AM - 10:50 AM 11:00 AM - 11:50 AM 12:00 PM - 12:50 PM <b>Tania</b> 4:00 PM - 4:50 PM 5:00 PM - 5:50 PM <b>Bastian</b> 11:00 AM - 11:50 AM 2:00 PM - 2:50 PM 5:00 PM - 5:50 PM 6:00 PM - 6:50 PM

**JOHN**

5. Click on the slot that you would like. Make sure to hit the “**Save**” to confirm your appointment. Note: You also have the option of receiving text message reminders.

drop in | 1 on 1 | multi-person class or group | move the mouse over an availability to view the location and other instructions.

Available Time Slots:						
Fri	Sat	Mon	Tue	Wed	Thu	
3/20/2020	3/21/2020	3/23/2020	3/24/2020	3/25/2020	3/26/2020	

you may not

### Appointments Entry

Student: \_\_\_\_\_ Staff: Edit

**Appointment Info**

Center:  Location: \_\_\_\_\_

Subject:

Reason:

Date: 3/23/2020 Time: 9:00 AM To: 9:50 AM Appointment Duration:  minutes

Notes:

Created 00/00/00 at 00:00:00 by  
Modified 00/00/00 at 00:00:00 by

Would you like to sign up for text messaging reminders for your appointments?

Supriya  
11:00 AM -  
12:00 PM -  
Edit  
9:00 AM -  
10:00 AM -  
11:00 AM -  
12:00 PM -  
Tania  
4:00 PM -  
5:00 PM -  
Bastian  
11:00 AM -  
2:00 PM -  
5:00 PM -  
6:00 PM -

6. Click on the “**X**” on the top right once you have saved your appointment to close the “Appointments Entry” window.
7. You should receive **a confirmation email** that includes the date/time of your appointment. Another email will be sent a day prior to the appointment as a reminder.
8. To **cancel** the appointment, head over to the **Main Menu**. Under Upcoming Appointments, **click on the grey “x”** and confirm the cancellation. An email will be sent to confirm the cancellation.


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### John Jay College Trac Main Menu

Welcome!How To

#### Upcoming Appointments

Math\_and\_Science\_Resource\_Center appointment on 3/27/2020 at 3:00 PM with Edit Biro, reason: Tutoring, section: STA250 07 1202 Stat-Prin/Methods , location: 1.94 NB.




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**Y**  
**re**

You can receive an appointment on your mobile device. Standard apply.

Activate

