

GRADUATE STUDENT WRITING STUDIO INSTRUCTIONS FOR MAKING APPOINTMENTS

To reduce confusion and prevent double-booking created by conflicting ways of making appointments (phone, email, online), **preference will be given to students who make appointments online.** We take walk-ins, but a student who has made an online appointment for that time slot will be given priority.

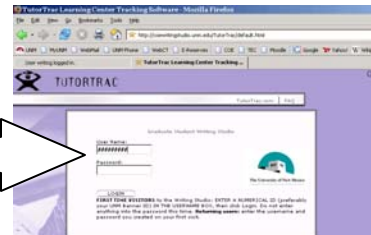
To make an appointment online, you will need some number, up to but *not exceeding nine digits* to create the username/password you will use for future appointments. **We recommend your Banner ID** (the 9-digit number on your Lobo card or look it up at www.unm.edu/dss) or any other number you can remember easily. For your security, we recommend against using your Social Security Number.

FIRST TIME USERS: From any Web browser, go to <http://coewritingstudio.unm.edu>.

First screen (pay attention here! This is counter-intuitive!):

Enter your Banner (UNM numerical) ID into the Username box, or any other number you can remember up to a *maximum of 9-digits*. Do **NOT** enter anything in the Password box! Click the Login button.

First time, Numbers only!



Second screen:

Enter your first and last name in the appropriate boxes.

Create a Username and a Password. (We recommend your UNM or TEC password, but anything that you can remember will do.)

Click the Confirm button.

Third screen:

Enter your demographic info, **particularly your phone and email.**

Click the Save button.

Continue to Step 4.

RETURNING USERS: On the first screen, enter the Username and Password you created the first time, then pick up from here.

You will now see the “Weekly schedule” screen.

Click on Go To on the bar above the box.

From the drop down box, click on Make Appointment.

Now, the Availability Search screen:

Do not fill in a tutor name; this is not necessary.

Make sure the “Available from” and “to” dates are the range you’re interested in.

Do not fill in the “type”; also not necessary.

Click on the Search button.

The Availability Search screen expanded:
Find the date and time range you're interested in.
Click on the **I- time range** that you want ("Availability" column).

Setting up specific Appointment information:

Type in the start time for your desired appointment. **Make sure to specify am or pm!** Or use military time.

Leave the duration in hours alone. The "1" gives you a :50 minute session with a :10 break for the tutor.

If you are sure you only need :20 or :30, you can change the duration to .334 (20 minutes) or .5 (half an hour). As a courtesy to users who come after you, please consider your start time carefully, so that the next person can start on the hour.

Ignore "Request Help In."

Click on Save Appointment.

TutorTrac might "hang" for a while. It is generating a confirmation email to you, to the tutor, and to the Writing Studio. It should return to the Weekly Schedule screen. If it seems to take too long, click on Go To, then Main Menu. You should see your appointment listed under your Weekly Schedule. If you don't, start over.

If you want multiple appointments on successive days, start from Step 4 above for each one.

To CANCEL AN APPOINTMENT:

After you've logged in (you are now a Returning User), your appointments will show on the Weekly Schedule screen.

Click on the date of appointment you wish to cancel (light blue characters).

In the middle of the next screen, click on the "Delete" button.

When you return to your Main Menu, the appointment should be gone.

Note: if the time for your appointment has passed, there won't be a "Delete" button.

As a courtesy to other users of the Writing Studio,

Only make appointments you are sure you can keep. That is, don't make an appointment "just in case" if you're not sure your paper will be ready.

If you do have to cancel, **please cancel the appointment the day before**, or as soon as you know you can't make it. This opens up time for another student.

You are only allowed **one 50-minute appointment per day**.