HOW TO MANAGE YOUR TUTORING CENTER APPOINTMENTS ONLINE

• Go to: www.capecod.edu/web/tutoring and click on “Schedule an appointment online!” (lower right-hand corner of the screen).

• To Log into the TimeTrade Appointment System:
  Username: firstname (dot) lastname. For example – john.doe
  Password: Your student ID number. For example- 123456
  Do not write “Capecod” before your ID number as part of your password.
  Click the “Sign In” button.

• To Make an Appointment:
  1. Under the “Make Appointment” tab, choose the subject/course you want tutoring in:
     Select Activity (course) using the drop down menu. Click on your course code and course title or use “Writing any subject” for writing assistance in any course that does not have a designated tutor available.
  2. Choose the Duration: 25 or 55 minutes
  3. Choose the tutor: Select Primary Resource (tutor) using the drop down menu to request a specific tutor. Or leave “Any Tutor” to search for all available tutors and times.
  4. Click “Show Availability” (right side of screen)
     Note the dates of the week displayed before making any appointments. The FIRST available appointment is being displayed – which may not be the current week. Click “Find Next” to advance the week (right side of screen).
  5. Choose appointment time by clicking on any white box (which indicates the start time of available appointments in the duration you chose).
  6. To make another appointment for the following week(s) for this same subject or a different subject, repeat steps 1-5 above. You can book up to three weeks of appointments at a time.

• To See Your Scheduled Appointments:
  1. Click “My Appointments” tab to see a list of your appointments.

• To Cancel Your Appointments:
  1. Click on “My Appointments” tab to see a list of all your appointments.
  2. Click on the “Cancel” button next to the appointment you wish to cancel.

• Click “Sign Out” When Finished. (Top left of screen).