

How to make sign up for one on one or small group tutoring in the LEC:

- 1. Go to <http://tutortrac.apu.edu> and log in**
- 2. Click on “Search Availability”**
- 3. Click on the drop down arrow next to “Center” and select “LEC”**
- 4. Wait for a moment while other form fields pop up. Then click on the drop down arrow next to “Section” and find your class**
- 5. Set the desired appointment date**
- 6. Drag the white arrows on the green bar to adjust the desired appointment timeframe**
- 7. Click “Search”**

*** NO Same day appointments accepted. Please sign up at least 24 hours in advance. Also, be sure to cancel at least 24 hours in advance ***

