How to make a Writing Center appointment online

EFSC students

If you have technical trouble, need your password reset, or if you haven’t set up an account with us yet, call us at (321) 433-7873.

   Enter your username and password. By default, both are your B# without the B. Click “Login.”

2. You should be taken to a page that says “TutorTrac Main Menu.” Click the “Search Availability...” button on the left side of the screen.

3. Choose a Center. Cocoa: EFSC-UCF is for in-person appointments in the EFSC/UCF library. Online is for real-time online writing consultations.

4. It’s better not to fill out any of the other search options. Just leave them blank and click the “Search” button.
   A list of available appointment times will appear. Click on the time you want.

5. An “Appointments Entry” window should pop up. Type some information about what kind of writing you’re working on into the “Notes” box—for example, what type of assignment it is and what class it’s for.
   Click “Save.”

That’s it! You should receive an e-mail confirming your appointment time. If you need to cancel or reschedule, give us a call.