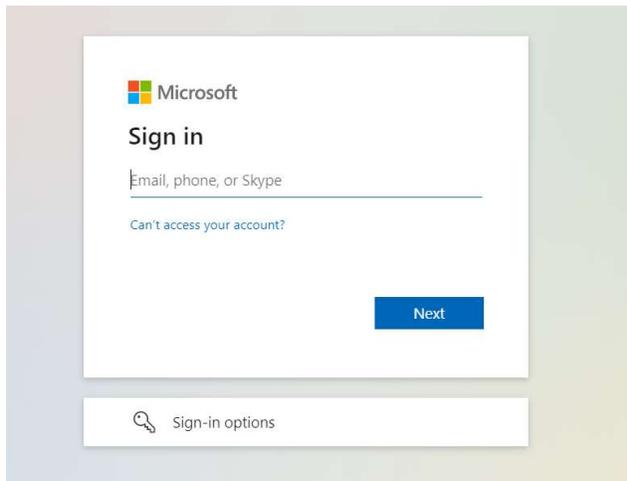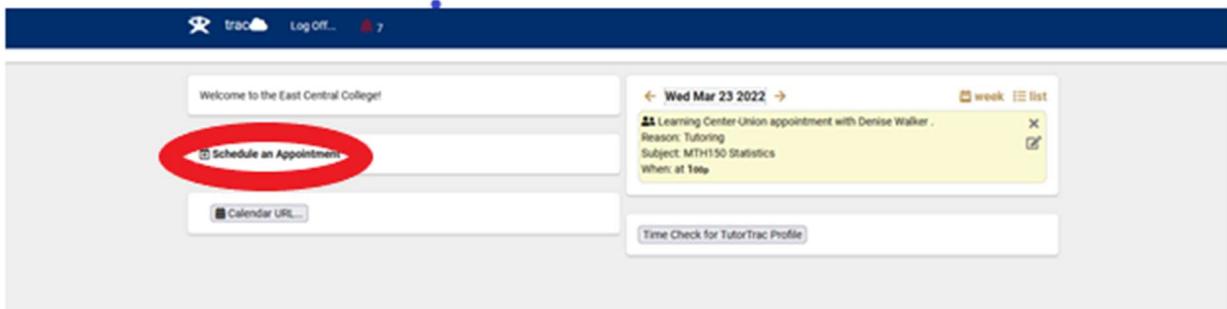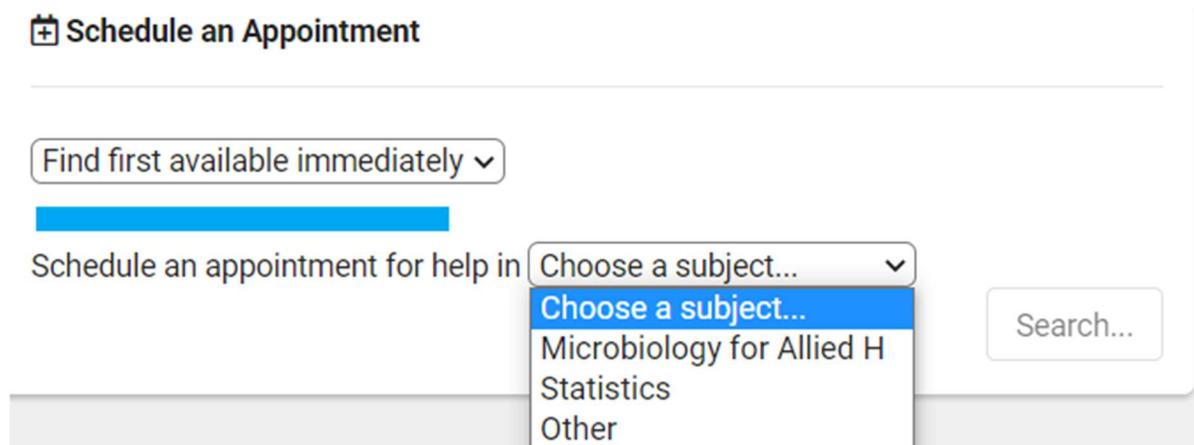Type https://traccloud.go-redrock.com/eastcentral/trac

You will see your dashboard without the appointment, click Schedule an Appointment:

Choose your class/Subject:

You will see various 15 minute timeslots, find a starting time that works for you. Don't worry, you will make the appointment longer in the next step.

Change the Duration to 1 hour

Enter any notes about what you want to work on

Check the Online box if you want a remote session.

Then click confirm