

AdvisorTrac: Scheduling Appointments online

AdvisorTrac allows you to make and review appointments with an Advisor. You will need your MyCI student username (ex.first.last name123) and password when logging into AdvisorTrac. If you have difficulties making an appointment call: 805-437-3579.

To ensure proper functionality please review the following:

Open AdvisorTrac with Mozilla Firefox Browser for best functionality.

AdvisorTrac Instructions

Step 1 - Log in

- Log in to the AdvisorTrac Welcome screen by using your MyCI student username and password.

Step 2 - Scheduling Appointment

- To Schedule an appointment Click on "Search Availability" at the top left of the page to see what appointment times are available.

Step 3 - Choose Graduate Center

- On the availability screen choose "Graduate Center" from the drop down arrow to the right of the box. After you choose the center, the search options will become active.

Step 4 - All Available Appointment Times

- If you would like to see all available appointment times, click on the search button at the bottom and skip to step 7.

Step 5 - Choose Date

Once you have picked the advisor you would like to meet with, you will need to choose the date range you would like to search. You can set the start date by clicking on the calendar symbol to the right of 'From' and 'To' boxes. Once you have clicked on the date, click on the 'x' in the upper right corner of the selection box to close it. If you would like to search more than one day, then set the end date in the same manner. Once you have set the start and end dates click the Search button.

Step 6 - Choose Time

The availabilities of the advisors will show up in the main screen on the right hand side. Click on the time slot you would like to reserve for your appointment.

Step 7 - Appointment Saved

The appointment screen will then appear. Confirm that the date and time are the ones you want to reserve for your appointment and then click 'Save'. Once you have clicked save and the request has processed, click the 'x' button to exit this screen.

Step 8 - Appointment Confirmation

You will be back on the availability screen and the appointment time should no longer show up. To confirm your appointment click on the Main Menu button at the top left of the screen.

Step 9 – Cancelling an Appointment

If you wish to cancel an appointment, click the small 'x' button next to the upcoming appointment.