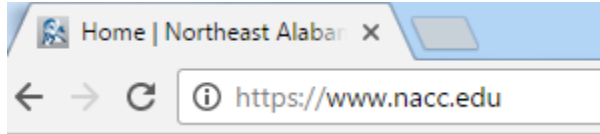
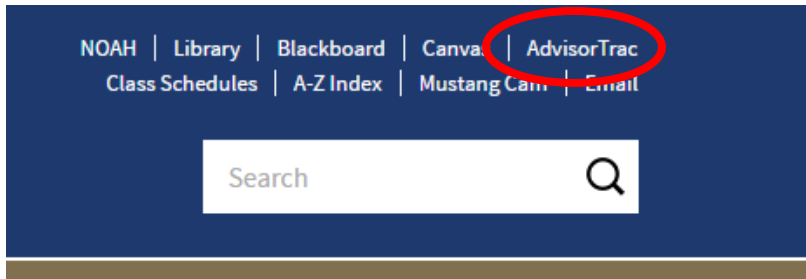


Make an Appointment on AdvisorTrac

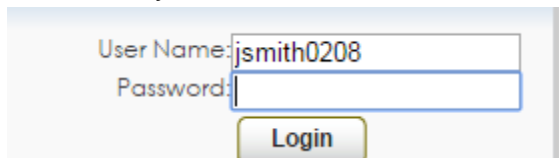
1. Type nacc.edu into your internet search bar.



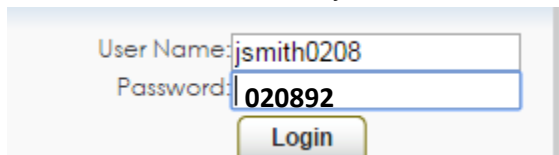
2. Choose **AdvisorTrac** in the upper right corner of the NACC homepage.



3. On the login screen, type your user name, which is the first initial of your first name, your full last name, and the first four digits of your date of birth. Example: Jane Smith with a date of birth of February 8, 1992 would have the username of jsmith0208.

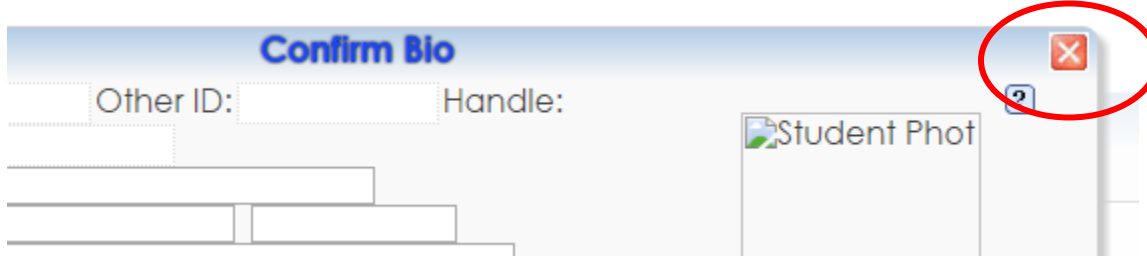


4. Type your password, which is your six digit date of birth (mmddyy). Example: A student with the date of birth of February 8, 1992 would have a password of 020892.

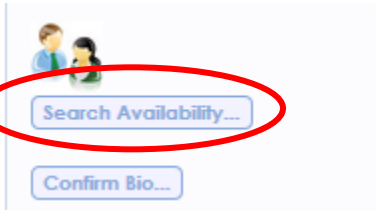


5. Click **Login**. (If you are unable to log in, please contact Sharon Totten at 256-638-4418 extension 2245.)

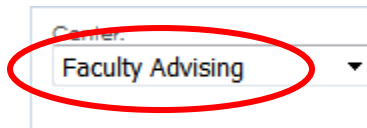
6. If the **Confirm BIO** box automatically appears, click the red X to exit the box.



7. Click on **Search Availability**, found under Student Options on the left side of the screen.



8. Choose **Faculty Advising** by clicking on the arrow next to the Center menu.



9. Choose the **Consultant** by clicking your advisor's name.

10. Skip down and click **Search**. The calendar will show all available dates and times. Use the scroll bar below the calendar to see all availabilities.

A screenshot of a search availability form. It includes a 'Center:' dropdown menu with 'Faculty Advising' selected. Below it is a 'Consultant:' dropdown menu with 'Totten, Dr. Sharon' selected. There are 'From:' and 'To:' date pickers with dates '12/08/2016' and '01/05/2017' respectively. A 'Time:' section shows a green horizontal bar representing the time range '0:00a to 11:59p'. Below that is a 'Days:' section with 'MON TUE WED THU FRI SAT SUN' and buttons for 'All', 'None', and 'M-F'. At the bottom, a 'Search' button is circled in red.

11. Click on the time (in green or yellow) that you wish to make your appointment.

Fri 12/9/2016	Mon 12/12/2016	Tue 12/13/2016
Dr. Sharon Toffen 2566384418 2245 toffens@nacc.edu WA 100	Dr. Sharon Toffen 2566384418 2245 toffens@nacc.edu WA 100	Dr. Sharon Toffen 2566384418 2245 toffens@nacc.edu WA 100
10:00 AM - 10:40 AM	1:00 PM - 1:40 PM	12:30 PM - 1:10 PM
10:45 AM - 11:25 AM	1:45 PM - 2:25 PM	1:15 PM - 1:55 PM
11:30 AM - 12:10 PM	2:30 PM - 3:10 PM	2:00 PM - 2:40 PM
	3:15 PM - 3:55 PM	2:45 PM - 3:25 PM
		3:30 PM - 4:10 PM

12. Choose a reason by clicking on the arrow next to the **Reason** menu, and then provide your phone number in the **Phone** box provided (you will have to type your phone number in manually).

Student: Sample Student
000-00-0001

Appointment Info

Center: Faculty Advising

Reason: ▼

Date: 12/9/2016

Phone: ▼

13. Click **Save**.

Phone: ▼

Notes:

Created 00/00/00 at 00:00:00 by
Modified 00/00/00 at 00:00:00 by

Save

14. Click **Log Off**, at the top left of the screen.

Main Menu **Log Off**