

AdvisorTrac User Guide for First-Year Students to make an appointment with your academic advisor.

To access AdvisorTrac to schedule an appointment with your Advisor:

- Go to <https://advisortrac.monmouth.edu/tracweb40/default.html>, or click on the AdvisorTrac link from the [First-Year Advising Home Page](#).
- Log on to the Welcome Screen by entering your user name (your student ID#).
- Enter your password (the same as your HawkMail password).
- To schedule an appointment click “Search Availability” at the top left of the page.
- In the drop down box choose “First Year Advising Center” as your Center
- Choose the Consultant, which is your First Year Advisor
- Enter dates for at least a two week range. For example:

Available from:
to:

- Click the “Search” button—when the Search Results page appears, you can view the available appointments
- Click on a time slot that works with your schedule
- A new screen will appear giving your appointment information.
- Be sure to save your appointment.
- The Main Menu/Welcome page will appear and will show the appointment you have scheduled.

To cancel an appointment:

- Follow the steps above to reach the Student Main Menu/Welcome screen.
- Click on the “X” next to the appointment you want to cancel
- Click “Confirm Cancellation”
- Exit Advisortrac