
TracCloud Scheduling Guide

Quick Reference User Manual

1. **Log In:** Go to your **myUMassD Portal**, click the **Academics** tab, and select **TracCloud**.
2. **Start Search:** Click **Schedule an Appointment** on your homepage.
3. **Filter Options:** Choose your **Subject** and **Service**, then click **Search**.
4. **Select Time:** Pick an available session from the list.
5. **Confirm Details:** Choose **In-Person** or **Online**, add notes if needed, and click **Confirm**.

Need Help? If you experience issues finding an open slot, click the 'Report Unable to Find an Appointment...' button on the TracCloud schedule panel to request assistance from center coordinators.