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Reserving a Space at a Virtual APCA Workshop is **Easy**

### Follow These Steps:

1. Access OneLogIn
2. Click Schedule Tutoring/TracCloud Button
3. Confirm Bio (if needed)
4. On TracCloud Dashboard, Choose *Schedule an Appointment*
5. Select a class (or Not for a listed class)
6. Click *Search*
7. Pick Location: *Online Services*
8. Pick Center: *Online Workshops*
9. Choose desired workshop
10. Reserve your space (sign up)
11. Note day, time, and location
  - i. (some virtual workshops are simultaneously offered on campus)

### Five minutes before start time:

1. Access active Zoom link on TracCloud dashboard -or- through your Collin email
2. Enter virtual workshop

If you have trouble connecting, contact [APCAA.Districtwide@collin.edu](mailto:APCAA.Districtwide@collin.edu) or access the APCA [Tutoring page](#) for a Center phone number and hours of availability.

**We Look Forward to Seeing You Online!**