As the advisor in the Psychology department, I maintain all of my appointments during the school year via AdvisorTrac. This is a system that helps me to track who I have met with, who I am meeting with, and also allows me to keep notes on what was discussed during these meetings via AdvisorTrac. This is a quick step-by-step guide to show you the steps to logging in and making an appointment with me.

Step One: Go to https://www.pfw.edu/offices/dean/Trac/, or https://www.pfw.edu/dean/ and click AdvisorTrac and TutorTrac on the left hand side of the screen. After doing this, click the AdvisorTrac button.

Step Two: You will be shown a login screen. Use the same Purdue Fort Wayne login you use for go.pfw, Blackboard, etc.
Step Three: You will see the below screen. Click Search Availability.

Step Four: Choose Psychology (or appropriate center) as the Center where you want to search.
Step 5: Choose Sharon Wight (or appropriate advisor) as the Consultant.

Step 6: You can choose to change dates, days, or hours of availability if you so choose. However, sometimes putting in these limitations makes it difficult to find appointment availability. Leaving your availability as open as possible might work best, and then look specifically at appointment times within your schedule.
Step 7: Choose your timeslot by clicking on the green appointment time. This will bring up a box, pictured below. You will need to choose a reason for the appointment, do not worry if you do not know which reason is best to pick, as it can be changed based on the conversation had during the appointment. Also, if you put some notes about why you are making an appointment, this can help the advisor to prepare ahead of time for the discussion in the appointment, making the appointment more productive. You can also choose if you want to receive text messages about the appointment. Hit Save to fully make the appointment.

Step 8: You will receive an email with the details of the appointment, sent to your school email. If you cancel the appointment, you will also receive an email.