

Center for Academic Enrichment & Excellence

Directions for TutorTrac

First Time Users

- 1) Click here for [TutorTrac](#), online tutoring registration
- 2) You will see the following login:

User Name:

Password:

Students: If this is your first time, please enter your **nine-digit VT student ID** and click log in, you will then be asked to give yourself a user name and password for future logins.

- Enter your nine digit VT student ID number and click log in
- 3) On the next screen

Choose an Account Name and Password

Please complete the form:

ID:

First Name:

Last Name:

Account Name:

Password:

Confirm Password:

- Enter your first and last name.
- Enter your VT PID in the box titled "Account Name". (i.e. jsmith)
- Create and enter your password in the box title "Password" (Password must be at least 6 characters long)
- Retype the same password in the box titled "Confirm Password"
- Click the "Confirm" button

Confirm

4) On the Student Bio Entry screen

- Enter your local address, gender, local phone number, cell phone number, major, VT e-mail address, ethnic background, referral information and your classification. (Pull down menus are available for some options.)
- Click "Save" at the bottom of the page.

SAVE

5) This will direct you to the main student information page which tells you about your appointments and gives you important messages sent out by the tutoring center.

Repeat Users

- 1) Access the [TutorTrac](#) page
- 2) Enter your user name and password, and then click "Login".
- 3) Follow the instructions for making a tutoring appointment

To Make an Appointment

- 1) From the main Student Information page, click on "Make Appointment" in the top right corner of the page.
- 2) Enter the date that you wish to make an appointment in the box "Available from".
- 3) Click on the course that you would like to receive tutoring assistance in and then click "Search". This will list all tutors who can tutor that course and their hours of availability at the bottom of the page. **You must select the course first and then click search, this will give you only the tutors who are qualified to tutor the course that you need helping.**
- 4) At the bottom of the page, you will find your search results. Click on the time that best fits your schedule.
- 5) This directs you to the Individual Appointment Information page. To confirm the time of the appointment, you MUST click "Save Appointment".
- 6) Once you click this button, you will be directed back to the main Student Information page which should then display the date, time, location and tutor for your tutoring session.

Editing Your Contact Information

If you need to update your contact information at any time, click on "Edit Information" in the top right corner of the main Student Information page. Once you have completed your updates, be sure to click "Save" so that your information will be saved in the system.