

# Helping Tutees Log-In

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1. To log-in, tutees enter their UNCW ID# or the first portion of e-mail (e.g. sml0256).
2. If they are visiting for an appointment, the appropriate center, subject, and visit reason should already be selected.
3. If they are visiting one of the labs, the student selects the appropriate lab from the available centers, the subject they are visiting for, and “Drop-In” as their reason.
4. The tutee selects “Continue”. Once the dialogue box disappears completely, they are now logged-in.

# Helping Tutees Log-Out

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1. To log-out, tutees enter their UNCW ID# or the first portion of e-mail (e.g. sml0256).
2. Then, the tutee chooses the Center highlighted in red, and clicks “Log-Out”
3. Tutees may enter notes or indicate which tutor they saw if they wish. If they do not know who they saw in the lab, they may leave that field blank.
4. In order to log-out, students must choose “Yes” or “No” in the “Do you want your instructor to know about your visit today?” box above the “Notes” field.
5. The tutee selects “Continue”. Once the dialogue box disappears completely, they are now logged-out.