

## TUTORS: How to set your own tutoring appointments in TutorTrac

Tutors are able to jump from their Tutor Account to their student account **without** the need to log in and out.

To do this the Tutor would click on the “TracMan” icon in the upper left hand corner of the screen and select “Switch to Student Profile...” (see image below).

This allows tutors to book appointments with other tutors as a student.

After you’ve set your appointment, simply log out or switch back to your tutor ID.

