

TutorTrac 4.0

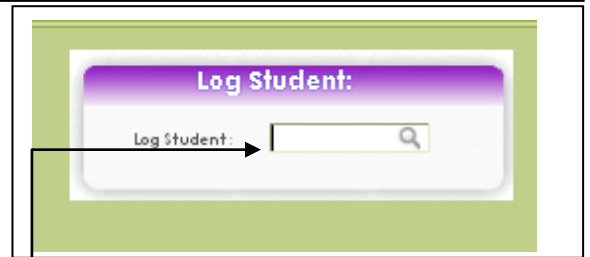
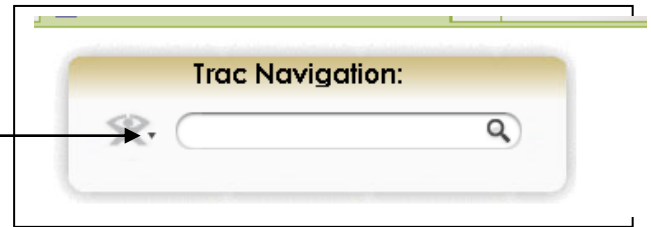
Sign-In Procedures for **Writing Center Tutors**

1. Sign into the laptop.

- Use UNCW user name and password

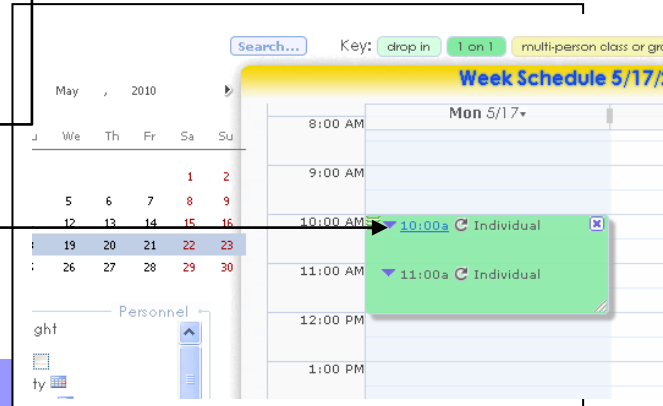
2. Sign-In to Tutor Trac

- Open **Firefox**
- Go to **ULC main page (uncw.edu/ulc)**
- Click on **About ULC**
- Click on **Tutor Resources**
- Click on **TutorTrac**
- User Name = **your last name** and **first initial**
- Password = **your last name** and **first initial**
- Click on **Login**



3. Log In for Work

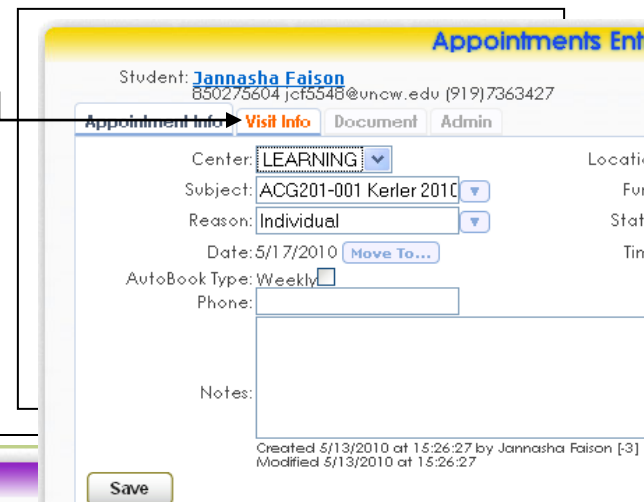
- Click on the **Trac Man**
- Click on **Log Listing**
- Locate the "**Log Student**" box [top middle of page]
- Type your **Student ID #** (e.g., 850123456), click **Enter**
- Subject = **EMPLOYEES ONLY**, Visit Reason = **WORK**
- Click **CONTINUE (twice)**
- Go to the **Trac Man** drop down menu and choose **SCHEDULE**



Now **GO MEET** your tutee in the lobby and hold the tutoring session before proceeding to the next step.
If your **tutee is a NO SHOW**, wait **15 minutes** and then go to Step 5.

4. Record Session Notes

- Click on the appointment time to get the **Appointment Entry** page.
- Click on **VISIT INFO** tab
- Verify the following: **Center, Subject** and **Time In/Time Out**
- Record Session Notes.
- Click on **SAVE**.



5. Do you have another session immediately following this one?

- **If Yes** – go back to the **Trac Man** drop down menu and choose **SCHEDULE**.
- **If No** –Go to Step 6.

6. Log Out of TutorTrac

- Go to the **Trac Man** drop down menu and choose "**Log Listing**"
- Click on the small blue box next to your name
- Click "continue" on two more screens

7. Sign Out of TutorTrac

- Go back to the **Trac Man** drop down menu and choose **EXIT**
- Close out of the Windows Screen

