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
   a. Open Firefox
   b. Go to ULC main page (uncw.edu/ulc)
   c. Click on About ULC
   d. Click on Tutor Resources
   e. Click on TutorTrac
   f. User Name = your last name and first initial
   g. Password = your last name and first initial
   h. Click on Login

3. Log In for Work
   a. Click on the Trac Man
   b. Click on Log Listing
   c. Locate the "Log Student" box [top middle of page]
   d. Type your Student ID # (e.g., 850123456), click Enter
   e. Subject = EMPLOYEES ONLY, Visit Reason = WORK
   f. Click CONTINUE (twice)
   g. 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
   a. Click on the appointment time to get the
      Appointment Entry page.
   b. Click on VISIT INFO tab
   c. Verify the following: Center, Subject and Time In/Time Out
   d. Record Session Notes.
   e. 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
   a. Go to the Trac Man drop down menu and choose "Log Listing"
   b. Click on the small blue box next to your name
   c. Click "continue" on two more screens

7. Sign Out of TutorTrac
   a. Go back to the Trac Man drop down menu and choose EXIT
   b. Close out of the Windows Screen