



## ADVISORTRAC User Guide for ADVISORS

**Advisors must use AdvisorTrac to create and check schedule, and to add visit information for each appointment.**

### TO ACCESS ADVISORTRAC

Use an internet browser to go to <http://www.kean.edu/~cas>. Click **TutorTrac** logo at the bottom of the main menu and click on AdvisorTrac link.

Log on to the AdvisorTrac page by entering your **User Name**— User Name is your Cougar email login (without @kean.edu) or other given by your department Administrator.

Enter your **Password**— Should be provided by Administrator

Click **Login**; the **ADVISOR Main Menu/Welcome page** will appear.

**If you forget your User ID and Password contact your department Administrator or complete Reset Password Form at CAS 108.**

### TO CREATE SCHEDULE

On that WELCOME page, Click the **Go To..** button at the top of the page

Select **Week Schedule**

Click on **Create Availability** according to the weekday. Required fields are: Date, Start Time, Duration, Type (Individual is the default) & Center (Department).

If you need to have the same availability every week you need to select weekly option under Recurring Information Section and write how many weeks under the Total Remaining Field.

For More information on How to create, delete or modify schedule contact your department Administrator.

### TO CHECK SCHEDULE

The WELCOME page will show all coming appointment and messages for that specific date OR Click the **Go To..** button at the top of the page

Select **Week Schedule**

Select the week by clicking next or previous. It will show the students' name if you have an appointment. The letter I (individual sessions) if you are available. The letter D for Drop-ins. The letter R for Reserved times. The letter G for group sessions.

### TO ADD VISIT INFORMATION

For Individual Sessions:

The WELCOME page will show all Individual Appointments for that specific date

Click on the **Student's Name**

Write visit information. Required fields are: Time In, Time Out, Advisor/Notes and Visit Reason.

For Drop-Ins Sessions:

On that WELCOME page, Click the **Go To..** button at the top of the page

Click on the **Quick Visit**

Type **Student ID** and Click **Find Student**

Write visit information. Required fields are: Date In, Time In, Time Out, Advisor, Assistance In, Visit Reason and Notes. Click **Save**

For Group Sessions:

The WELCOME page will show all Group Appointments for that specific date

Click on the underlined date of the Group Appointment you want to add visit information

Under the Student Roster

Click the **NO** box to make Attended Field **YES**

Click on the Edit box

Write the notes on visit information then click **Save** button.