



## TUTOR TRAC User Guide for Students

**Center for Academic Success CAS 111 Tel: (908) 737.0339**

**Students must use TutorTrac to schedule and to cancel tutor appointments.**

### TO ACCESS TUTORTRAC

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 TutorTrac link.

Log on to the TutorTrac page by entering your **User Name**— User Name is your Cougar email login (without @kean.edu).

Enter your **Password**— Password is your birthday (MMDDYY)

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

**If you forget your User ID and Password go to CAS 108.**

### TO SCHEDULE AN APPOINTMENT

Click **GO TO...**

Click **Make Appointment**

On that same page, enter the desired date range

Select Center and Specialties (This must be selected in order to assign the right TUTOR)

Click **Search**

When **Search Results** page appears, scroll down to view available appointments

Click on an underlined time block in the **Availability** column

A drop-down box will show specific appointment times available

*Click on the appointment time you want to reserve*

Click the **Save Appointment** box

The Main Menu/Welcome page will appear and will show the appointment(s) you have scheduled

Click **Exit** to leave TutorTrac or **Make Appointment** to continue scheduling.

### TO CANCEL AN APPOINTMENT

Reach the **Student Main Menu/Welcome** page as described above

Click on the underlined date of the appointment you want to cancel

Click the **Delete** box

Click **Exit** to leave TutorTrac or **Make Appointment** to reschedule