



## TUTOR TRAC User Guide for TUTORS

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

**Tutor must use TutorTrac to check schedule and to add visit information for each appointment.**

### TO ACCESS TUTORTRAC

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

Log on to the TutorTrac page by entering your **User Name**— Please enter your last name followed by the first letter of your first name.

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

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

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

### TO CHECK SCHEDULE

On that same page, It will show all coming appointment and messages OR

Click **Week Schedule**

Select the week by clicking next or previous. It will show a name if you have an appointment or a letter if you are available

### TO ADD VISIT INFORMATION

On that MAIN page

Click **Recent Visits Listing**

It will show students name if you had attended appointments.

Click on the name and write visit information. Once the appointment is completed, tutors will have only 5 days to add visit information.