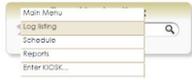
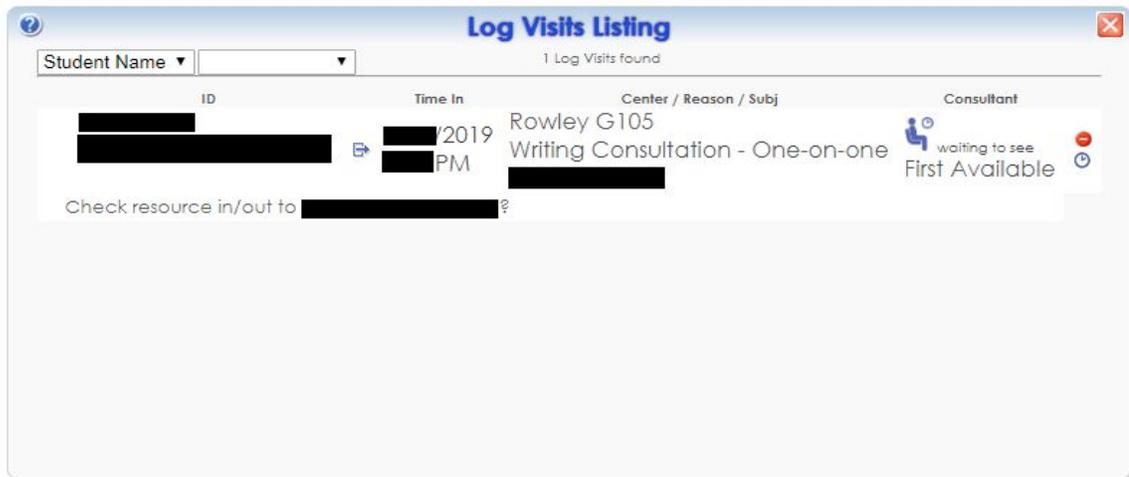


Navigating the Waiting Room in Tutortrac

1. Click on the TracMan Icon in the Trac Navigation and select “Log listing” and the “Log Visits Listing” window will open.



2. If a student user has logged into the kiosk without a scheduled appointment, you will want to look up which tutor is available to meet with the student to assign them to a tutor.



3. Once you have determined who the student user should meet with, click on “First Available” in the “Log Visits Listing,” assign the appointment, and notify the tutor.

