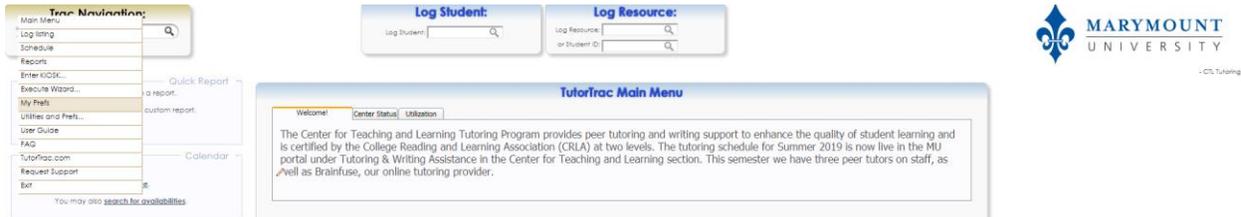
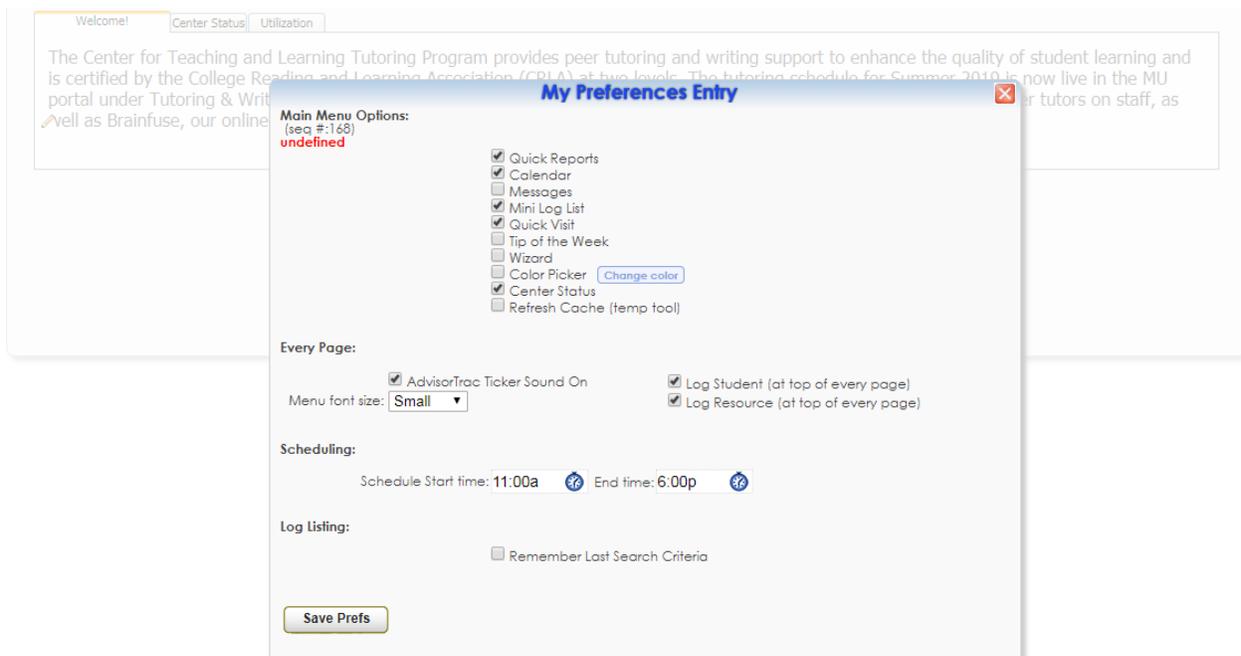


## Setting SysAdmin Preferences in Tutortrac

1. The first time you log in to Tutortrac, you should be taken directly to the “My Prefs” page and prompted to set your preferences. However, if this does not happen, or if you need to make any changes to your preferences, click the Tutortrac icon in the top left corner of the screen and select “My Prefs.”



2. A window titled “My Preference Entry” will appear with various boxes to check, depending on your main screen preferences.



3. Make sure to check off the following boxes for “Main Menu Options”: **Quick Reports, Calendar, Mini Log List, Quick Visit, and Center Status.** You can also show messages, get information from Tutortrac with the Tip of the Week, and adjust menu colors with Color Picker.→
4. In the “Every Page” section ensure that you have **Log Student (at top of every page)** checked. You may also adjust the font size, include sound, and include Log Resource on each page.
5. For “Scheduling,” set your schedule to match Hub Tutoring hours.
6. Click “Save Prefs.”