

## How to Log In a Student in Tutortrac from a Satellite Location

1. Log in to Tutortrac with your MU username and password. Then click "Switch to Consultant Profile" located in the upper left corner.

[Main Menu](#) [Log Off](#) [Switch to Consultant profile](#)



2. Type the student's last name or MU ID into the search bar titled "Log Student" at the top of the screen.

A search bar titled "Log Student:" with a magnifying glass icon. The text "Log Student:" is followed by a text input field and a search icon.

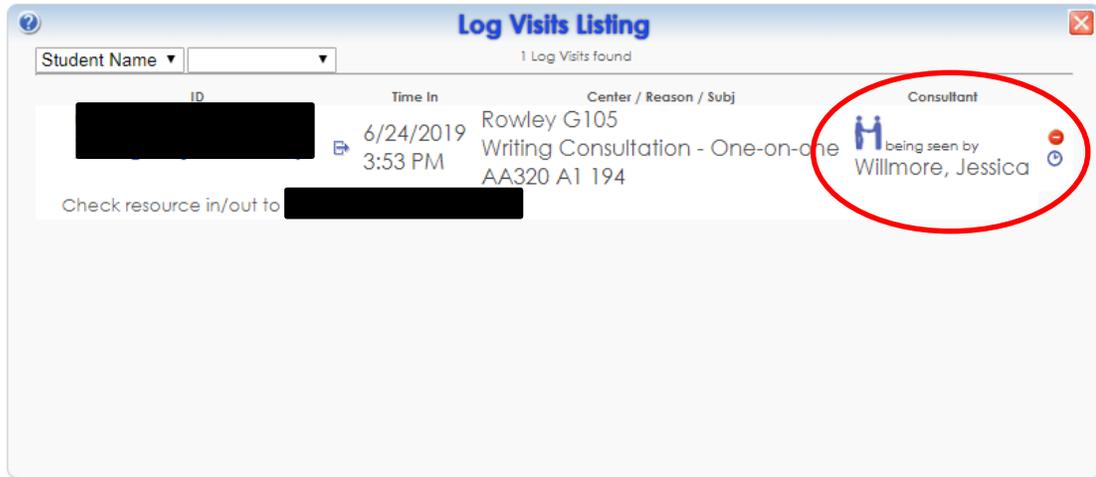
### TutorTrac Main Menu

3. Once you type their name in, a list of upcoming appointments under the name will show up in a new window titled "Log Visits Listing" with the appointment information. If the student is already assigned to you, you will see your name under "Consultant." Above your name, you will see a figure of a person sitting in a chair with a clock next to them and the words "waiting to see." **Click this image to log the student in for their appointment.**

A screenshot of a web browser window titled "Log Visits Listing". The window shows a table of appointment information. The table has columns for ID, Time In, Center / Reason / Subj, and Consultant. The first row shows a student ID (blacked out), a time of 6/24/2019 3:53 PM, and a location of Rowley G105. The consultant listed is Willmore, Jessica. A red circle highlights the consultant's name and the "waiting to see" icon (a person in a chair with a clock) next to it. Below the table, there is a "Check resource in/out to" field with a blacked out value.

ID	Time In	Center / Reason / Subj	Consultant
[REDACTED]	6/24/2019 3:53 PM	Rowley G105 Writing Consultation - One-on-one AA320 A1 194	waiting to see Willmore, Jessica

4. After clicking this image, a new window will appear with the same appointment information, but the image of the person sitting will change to the image of two people shaking hands. **This shows that the student is now logged in for their appointment.**



5. You can now begin your appointment!