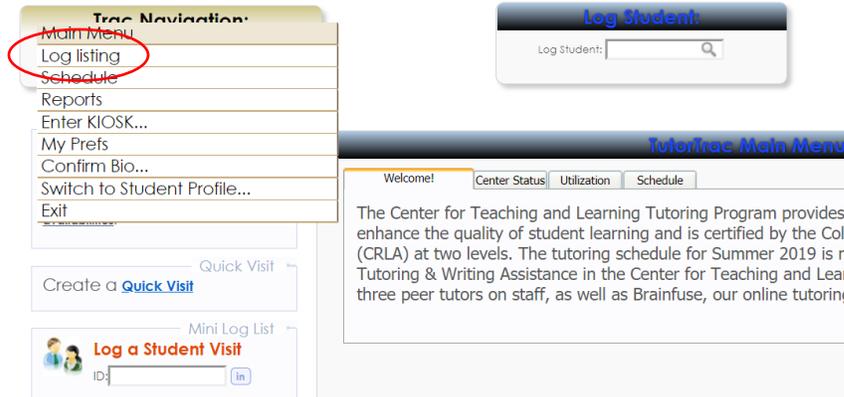


How to Log In a Student in Tutortrac from the CTL

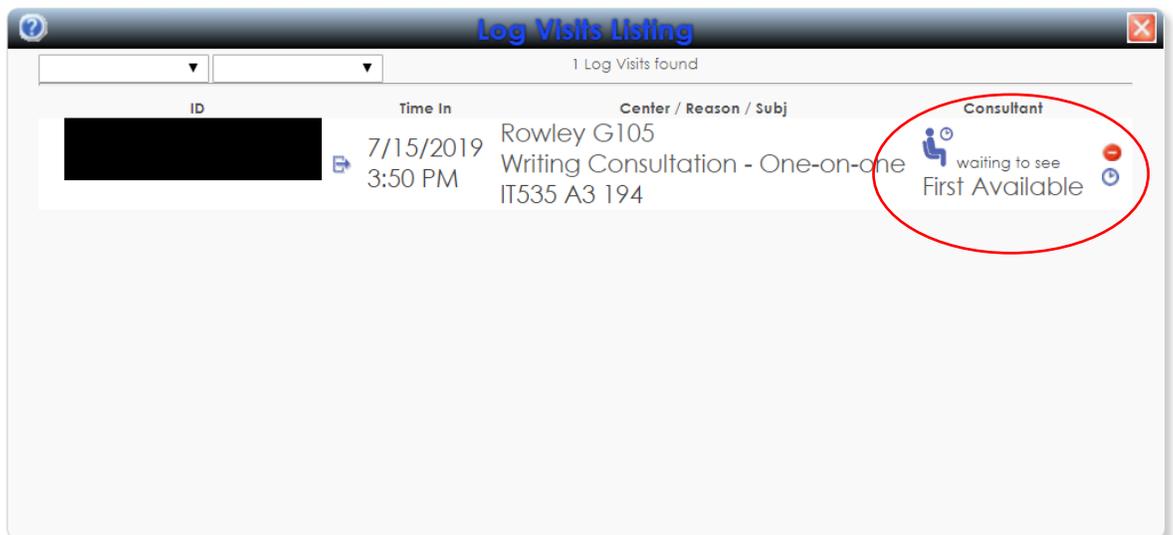
1. Log in to Tutortrac with your MU username and password. Then click “Switch to Consultant Profile” located in the upper left corner.



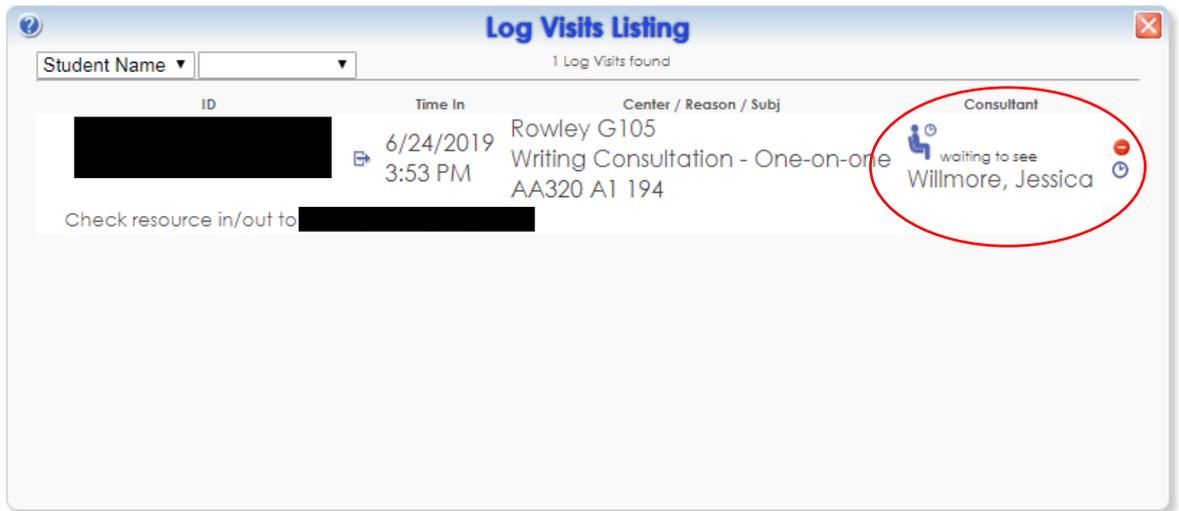
2. Once you have switched to your consultant profile, you will see the “Tracman” icon in the upper left corner. Click and hold this icon to open up the menu items and click on “Log Listing.”



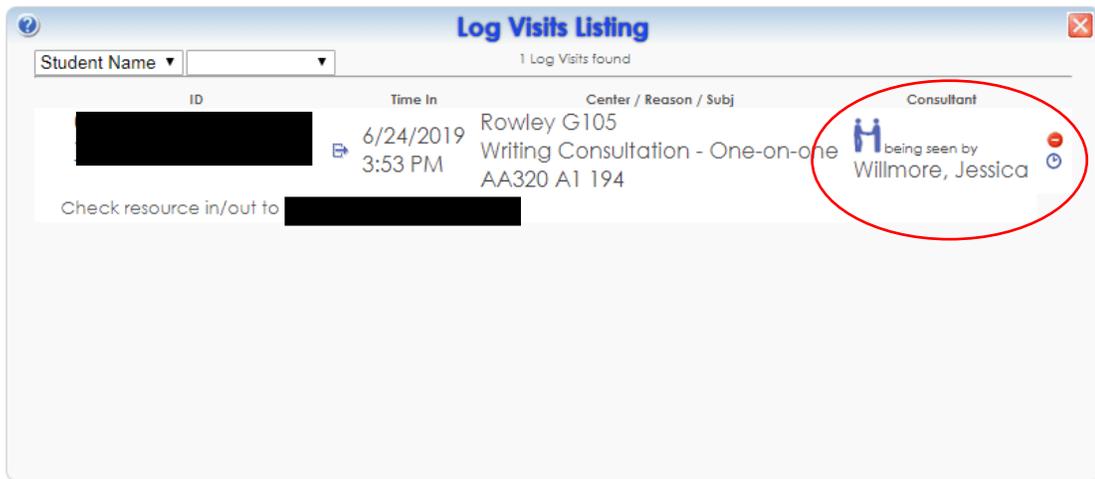
3. After clicking “Log Listing,” a list will appear showing the students that are currently logged into the kiosk at Rowley G105.
 - a. If the student has not been assigned to anyone or they are a walk-in, it will say “Waiting to see – First Available” under **Consultant**.



- b. If the student is already assigned to you, it will say “Waiting to See – (Your Name)” under **Consultant**.



- 4. To log the student in, click on the image of a person sitting in a chair with a clock next to their head.
- 5. 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.**



- 6. You can now begin your appointment!