Directions for scheduling with Tutortrac

1. Go to [www.tutortrac.una.edu](http://www.tutortrac.una.edu)

2. Log in with portal username and password

3. Select search for availabilities (left hand side)

4. Select the center (writing, math, tutoring, or advising)

5. Select class section (classes will be listed on the left side)

6. Select reason (tutoring, face-to-face tutoring, online)

7. Select Location (all tutoring is on 2nd floor the Collier Library)

8. Select search and you will see all available tutors and times

9. Choose the time slot on the date that works best for you. The green times indicate open availabilities.

10. When you click on a time, a new window will open.

11. Enter the appropriate information into all of the fields including the notes section where you write a succinct description of the topics you would like covered in your tutoring and/or advising session.

12. When all fields are satisfactory, click SAVE.

If you need assistance with this process, please call the student success center at 256-765-4722 between the hours of 8am - 8pm.