Logging Into TutorTrac

Type this URL in either Chrome, Firefox, or Safari. Do not use Internet Explorer

OR

Go to the ASC/LRC webpage (lrc.umbc.edu/tutor/appointments) and follow the link to the Tutorr Schedule
TYPE YOUR UMBC USERNAME AND PASSWORD

Log In or Create an Account

Email Address / Username / Campus ID

Password

Forgot your password? Log In

When you are finished... LOG OUT & CLOSE YOUR BROWSER

Important: Usage of UMBC computing resources is governed by the UMBC Policy for Responsible Computing and this notice.
THIS IS YOUR MAIN SCREEN. From here, you can view all the tutoring schedules, reserve and manage appointments, and view your visit history.

To view the schedule of available tutors and make an appointment, click Search Availability.
Highlight the schedule you want to see.
Select the course for which you are seeking help from the Section drop-down menu.

You can refine your search by:
- **Date**
- **Time**
- **Day(s) of the week** (Notice: for weekends, you need to go one step back and select the Evening and Weekends schedule)

Click on Search
All available tutoring appointments will appear on the screen.

Click on your desired appointment slot to open the Appointment Screen.
Click Save. You will receive a Confirmation/Reminder, via email, with the name of your tutor, and the date, time, and location of your tutoring session.

Enter your Cell Phone number if you want the tutor to be able to text you.

Enter in any additional notes that might be helpful for the tutor to know in advance.

The Center, Subject, and Time should already be filled in based on your search criteria.
Where can I check and manage my upcoming appointments?

Whenever you want to check your upcoming appointments, or go back to the beginning of the scheduling process, select the Main Menu, in the upper left corner of every page.
On your main menu, you will see all your Upcoming appointments, under the Welcome tab.

If you want to cancel an appointment, click on the X sign next to the appointment.

In the bottom left area, you will see the messages you received, including no-show notices (remember! after 3 no-shows, the system will block your availability to make appointments.)
Type in a reason, if you want, then click on Confirm Cancellation.

NOTICE: This will only cancel one session at a time. If you need to cancel a weekly series, you need to contact Ira Fabri (fabri@umbc.edu)
Where do I see the location of my tutoring sessions?

On the Main Menu, each upcoming appointment will show the exact location of your tutoring session, together with your tutor’s name and the course.
If you have any questions, contact any of the following ASC staff:

Ira Fabri, Assistant Director of Tutoring: fabri@umbc.edu

Rachel Garcia, Tutoring Services Assistant, garcia5@umbc.edu