Logging Into TutorTrac

Log into TutorTrac through the URL
umbc.go-redrock.com

OR

through ASC/LRC webpage (lrc.umbc.edu/tutor/appointments) and follow the link to the Tutor Schedule

Appointment tutoring begins on September 9th, 2019.

Weekly Appointments Request

If you want a weekly appointments, please fill out the Tutor Request Form.

Non-weekly tutoring sessions

Students can schedule appointments independently, using the ASC scheduling system, TutorTrac. Click on the ASC Tutor Schedule to check for available tutors and reserve your sessions. If you want to know more about how to use TutorTrac, download the Student Manual.
TYPE YOUR UMBC USERNAME AND PASSWORD
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.

<table>
<thead>
<tr>
<th>Center</th>
</tr>
</thead>
<tbody>
<tr>
<td>Appointment Tutoring Sherman Hall 3rd floor</td>
</tr>
<tr>
<td>Math and Science Tutoring Center (Library)</td>
</tr>
<tr>
<td>Writing Center</td>
</tr>
<tr>
<td>Evenings and weekends</td>
</tr>
</tbody>
</table>

Available Time Slots:

Enter the search criteria and click Search.
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
Click on your desired appointment slot to open the Appointment Entry.

<table>
<thead>
<tr>
<th>Mon 9/9/2019</th>
<th>Mon 9/16/2019</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Alden</strong></td>
<td><strong>Alden</strong></td>
</tr>
<tr>
<td>1:00 PM - 1:50 PM (0/4)</td>
<td>1:00 PM - 1:50 PM (0/4)</td>
</tr>
<tr>
<td>3:00 PM - 3:50 PM (0/4)</td>
<td>3:00 PM - 3:50 PM (0/4)</td>
</tr>
</tbody>
</table>
1. The Center, Subject, and Time should already be filled in, based on your search criteria.

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

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

4. Click Save.
Dear [Student]

You have scheduled the following appointment:

Tutor: [Tutor’s Name]
Date: Thursday, November 21, 2019
Time: 10:00 AM
Subject: EDUC 313 01-8132 2198
Location: Sherman Hall B [# room]

If Weekly, read below

Appointment Start Date: 11/21/2019
Appointment End Date: 11/21/2019
If you need to schedule another appointment, go back to the Main Menu
Log into TutorTrac through the URL umbc.go-redrock.com

OR

through ASC/LRC webpage (lrc.umbc.edu/tutor/appointments) and follow the link to the Tutor Schedule

How can I check and manage my upcoming appointments after I log out?
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 \( \times \) sign.
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)
If you have any questions, contact

tutoring@umbc.edu