How to sign up for a Weekly Tutoring Appointment

1. Go to the TutorTrac website: [https://erctutor.bu.edu/](https://erctutor.bu.edu/)

2. Enter your BU Login name in the User Name field and your Kerberos password in the Password field (similar to how you log into Student Link).
   - If this is your first time using the system, you will need to verify some of your information.

3. Select the Search Availabilities option to the upper left of the TutorTrac screen.

4. Choose Peer Tutoring Center in the first drop down menu.

5. Select the course in which you would like a tutor.
   - Please note, you are only able to request a tutor for courses in which you are currently enrolled in and that we have active tutors for.
   - If you do not see your desired course listed in the drop down, please consult the FAQ page.
6. You may adjust the parameters of your time availability by clicking on the days you are available and the time ranges you are free.
   - We recommend that you leave the range as is so the system generates the maximum number of availabilities.

7. Click the Search button at the bottom left.
8. Once you have the results of your search, you’re ready to schedule.
9. When you find a section that works for your schedule click on the time highlighted in yellow and a new window will open.
   - **Yellow** denotes a weekly availability; green denotes a single availability.
   - Please keep in mind that the appointment you select will be your appointment for the remainder of the semester.
   - If you ever need to cancel an appointment, please click here for instructions.

- To ensure you selected a weekly appointment, check to see if Weekly appears in the appointment box.
10. Select the reason for your tutoring appointment from the options listed.

11. In order to give your tutor a better idea of what you are having difficulties with, we encourage you to add notes for your tutor in the Notes section.

12. Click Save and you will have registered for your tutoring appointment for the remainder of the semester.

- TutorTrac will send you an email containing your tutor’s name, e-mail, the date, time, subject and location of your tutoring appointment.
- Please note that TutorTrac can only send email to your bu.edu account.
- Please be sure to check this account frequently to get updates from the ERC.
- If you have your email forwarded to another account, please ensure that erc@bu.edu emails are not being filtered as spam.

**IMPORTANT NOTE:** By registering for a weekly appointment, it is expected that you will meet with your tutor at that time and day for the remainder of the semester. You bear the responsibility of maintaining communication with your tutor via the TutorTrac system. Please see the FAQ section first if you have any questions.
13. The next time you log into TutorTrac, you will see a list of your upcoming appointments at the bottom of the Welcome Screen.

- If you do not receive a confirmation email and/or you do not see your appointments appear on your welcome screen, this means that you were unsuccessful in making the appointment. Please wait for 5 minutes and refresh your screen/check your email once again. If you still don’t see your appointment, nor have received the email confirmation, try one more time to make the appointment.
- For additional Troubleshooting information, please click [here](#).