

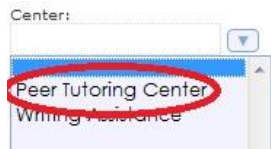


## How to sign up for a Single Tutoring Appointment

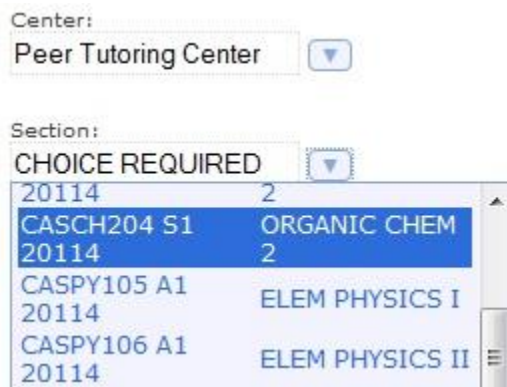
1. Go to the TutorTrac website: <https://erctutor.bu.edu/>
2. Enter your BU Login name in the User Name field and your Kerberos password in the Password field (similar to how you log into Student Link).
  - o If this is your first time using the system, you will need to verify your information.
3. Select 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.
  - o Please note, you are only able to request a tutor for courses in which you are enrolled
  - o If you do not see your desired course listed in the drop down, please view the [FAQ page](#)

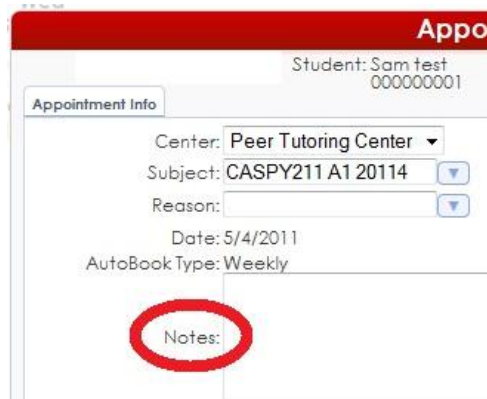


6. You may adjust the parameters of your time availability by clicking on the days you are available and the time ranges you are free.
  - o We recommend that you leave the range as is so the system generates the maximum number of availabilities

7. Click the Search button at the bottom left.
8. Once you have your search results, you're ready to schedule.
9. When you find a section that works for your schedule click on the time and a new window will open.
  - o **Green** denotes a single availability; yellow denotes a weekly availability
  - o If you ever need to cancel an appointment, please click [here](#) for instructions


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 strongly encourage you to add notes for your tutor in the Notes section.



The screenshot shows a web form titled "Appo" with a red header. The student information is "Student: Sam test" and "00000001". The "Appointment Info" section includes a dropdown for "Center" set to "Peer Tutoring Center", a dropdown for "Subject" set to "CASPY211 A1 20114", and a dropdown for "Reason". The "Date" is "5/4/2011" and "AutoBook Type" is "Weekly". The "Notes:" field is a text area, and the label "Notes:" is circled in red.

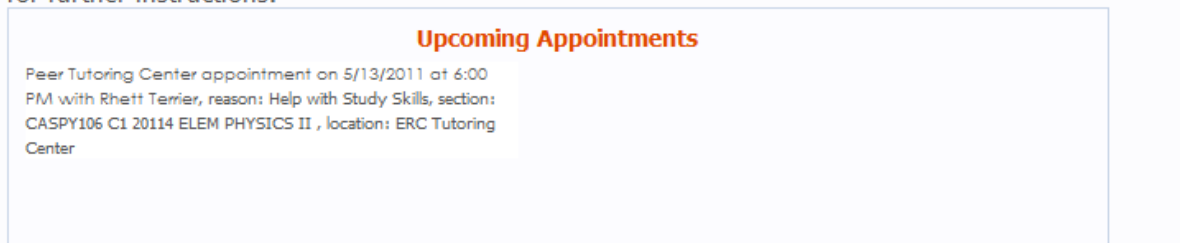
12. Click Save and you will have registered for your selected tutoring appointment.



The screenshot shows the same web form as above, but with different values: "Subject" is "CASPY106 C1 20114" and "Date" is "5/12/2011". The "Notes:" field is empty. At the bottom, there is a "Save" button circled in red. Below the "Save" button, there is a small text area with "Created: 00/00/00 at 00:00:00 by" and "Last Modified: 00/00/00 at 00:00:00 by".

- 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](mailto:erc@bu.edu) emails are not being filtered as spam.

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 appointment 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](#)