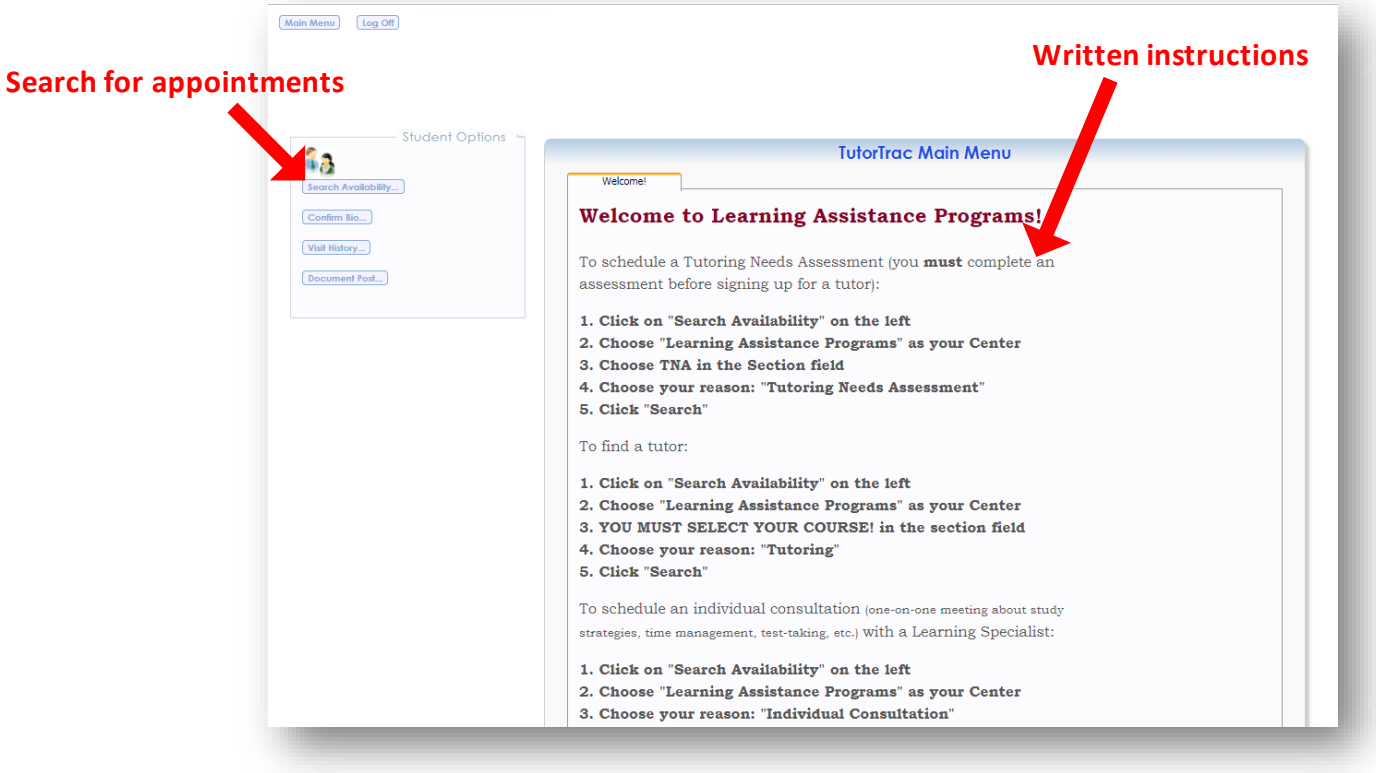
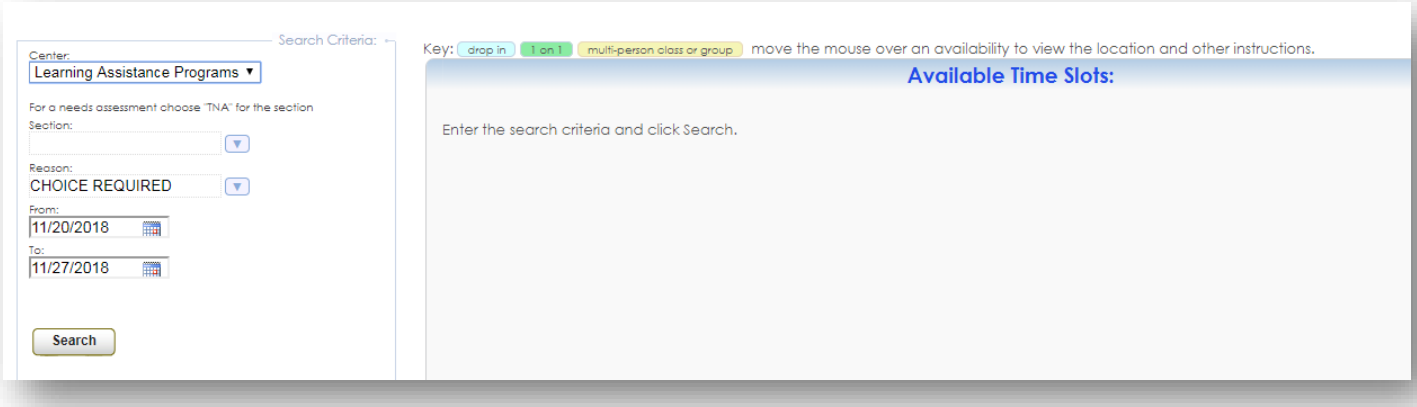
TutorTrac student view

Go to tutortrac.seattleu.edu — students will log on with their SU handle and password.
On the main menu, students can see written instructions and student options.
To find appointment slots for TNAs, tutoring, and ICAs, click on "search availability".



Searching for Availability:

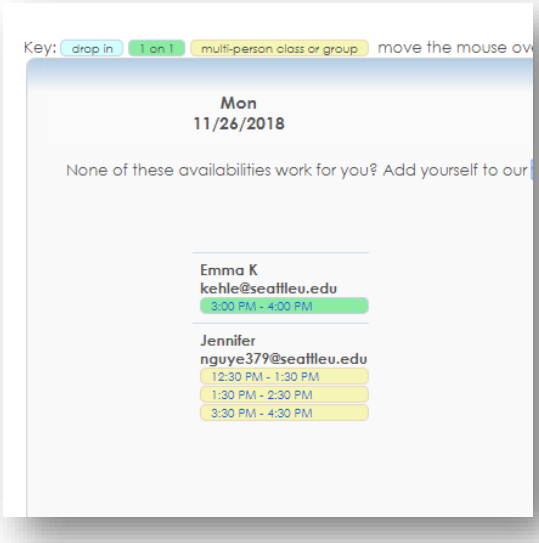
1. Choose Center (only one choice available to choose)
2. For **Section** & **Reason**:
   a) Choose "**TNA**" for the section and "**TNA (Tutoring Needs Assessment)**" for the reason if you are needing tutoring and have yet to complete a tutoring needs assessment (TNA)
   b) Choose "**Other**" for the section and "**Individual Consultation**" for the reason if you are looking for an Individual Consultation appointment (ICA)
   c) Choose your **class** for the section and "**Tutoring**" for the reason if you are needing tutoring and have already completed a TNA
3. Leave the dates as is, and click search



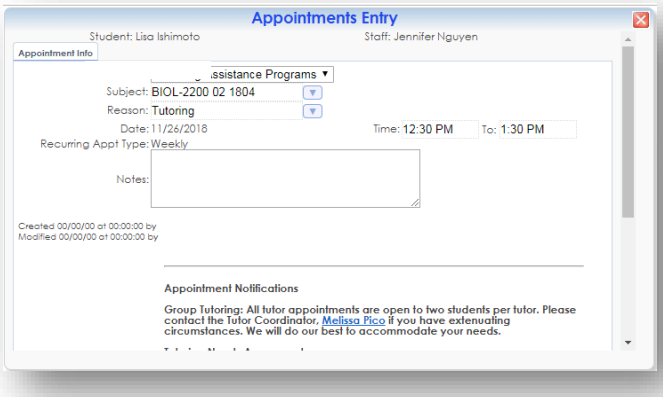
A list of available appointments will pop up, do any of them work for you?

YES!

NO or if no times are found



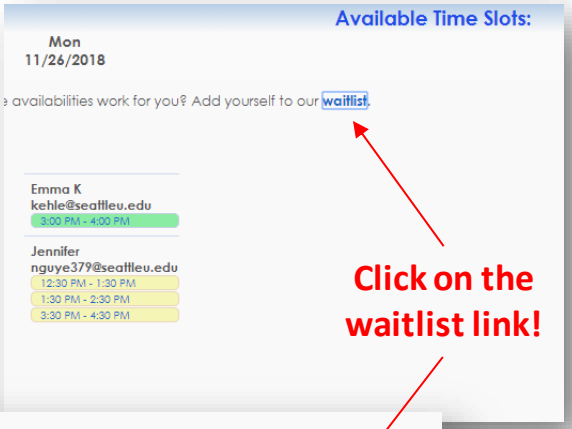
Click on the time that works for you and the appointments Entry window will pop up.



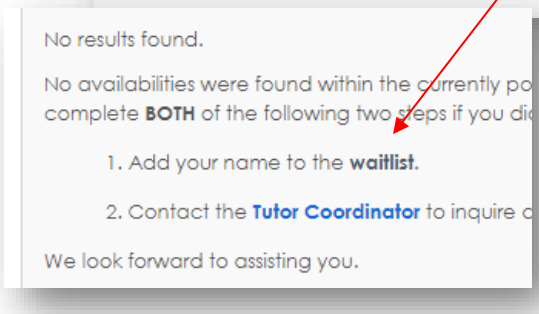
For ICAs, enter in the notes what you are wanting to meet about. For TNA, enter in the course you are wanting a TNA for, and for tutoring enter any info that you want the tutor to know, scroll down and click Save.

Wait for the window to process and it will reload and saying that the appointment has been saved (in red text). You will also receive an email confirmation.

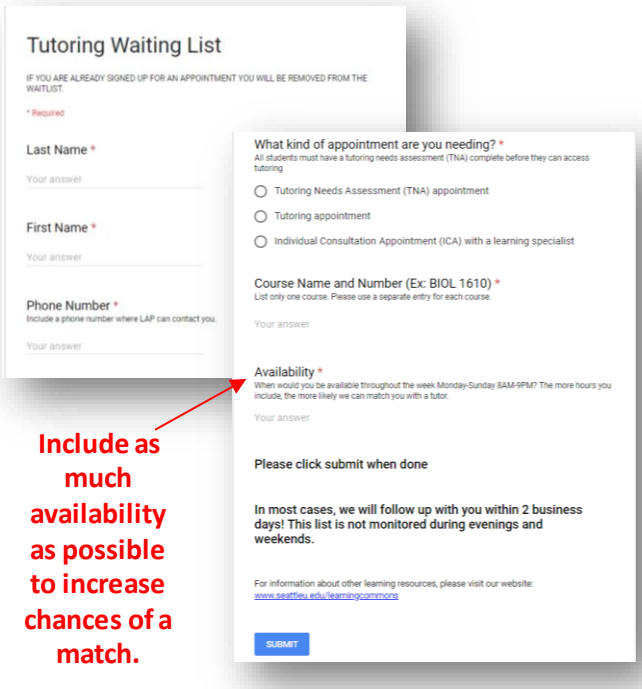
For assistance, stop by or call the LAP front desk.



Click on the waitlist link!



If none of the time work for you or no results are found, there MAY be alternate or unpublished times available. Fill out the waitlist link and fill out the form completely.



Include as much availability as possible to increase chances of a match.