

## Accessing TutorTrac

1. Open a browser and go to <https://tutortrac.gsb.columbia.edu>
2. Login using your UNI

## View Upcoming Appointment(s)

Upon logging into TutorTrac, on the Welcome! Tab, you should see a panel called 'Upcoming Appointments'. This is a summary of your upcoming tutoring appointments.

## Tutoring Appointment History

From the TutorTrac Main Menu under the 'Search Availability' button, click on 'Visit History' to view the history of your tutoring appointments. This will only provide you with past appointments, not upcoming.

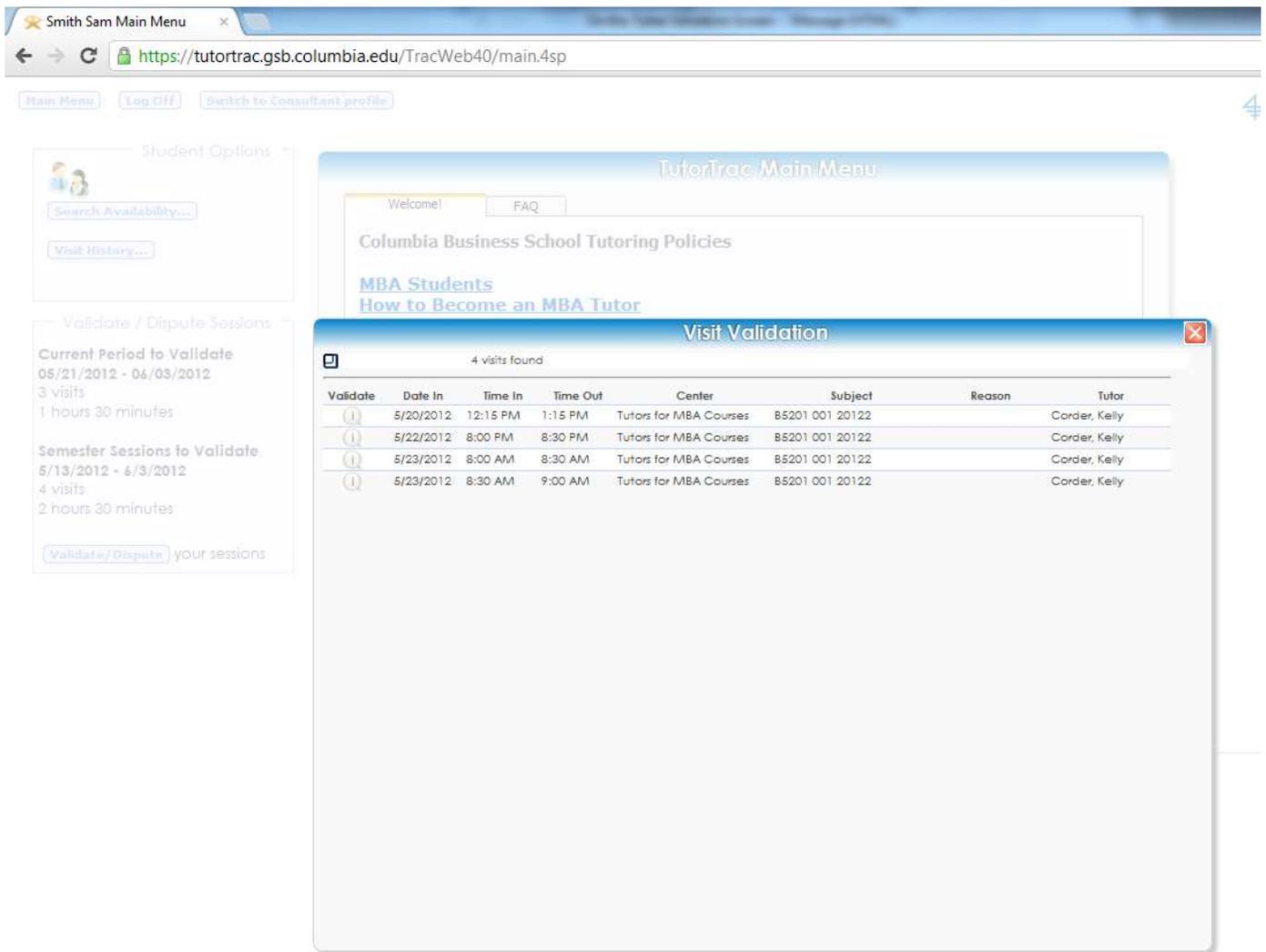
## Canceling or changing an Upcoming Appointment

1. Please reach out to your tutor directly via email.
2. We expect students to give at least 24 hours notice if they need to cancel. Should an emergency occur, please let them know as soon as possible.
3. Failure to give 24 hours notice on more than one occasion may result in loss of tutoring privileges.

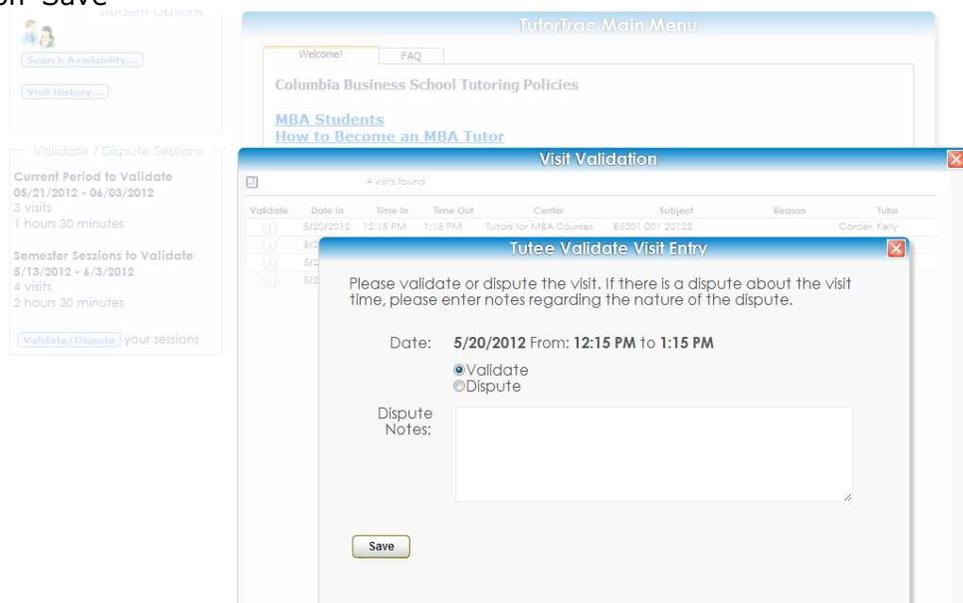
## Validate/Dispute a Tutoring Session

At the end of each tutoring session, it is important to validate/dispute a session.

1. On the main screen, you will see a panel called 'Validate/Dispute Sessions'
2. Click on the 'Validate/Dispute' button.
3. For each tutoring appointments that appear on the screen, click the information bubble under the Validate column to validate or dispute each item.



- If you are going to dispute, please indicate in the notes why you are disputing.
- Click on 'Save'



- Items that have been validated will disappear from the list. Disputed items will stay on the list and the information bubble icon will turn red.

## Switching to Your Student Profile

Students can also be academic subject tutors, and will be using the same log in credentials as their tutor profile. To switch between profiles:

### Student to Tutor Profile

1. Next to the 'Log Off' button click on 'Switch to Consultant Profile'

### Tutor to Student Profile

1. Click on the Tracman icon from the Trac Navigation.
2. Click on 'Switch to Student Profile'

## Keeping track of your hours used

On your home page, to the bottom left, will be a summary of the hours you've used.

The screenshot displays the TutorTrac Main Menu interface. On the left side, there are two main sections: 'Student Options' and 'Validate / Dispute Sessions'. The 'Student Options' section includes buttons for 'Search Availability...' and 'Visit History...'. The 'Validate / Dispute Sessions' section contains the following information:

- Current Period to Validate:** 04/20/2015 - 05/03/2015, 0 visits, 0 hours 0 minutes.
- Semester Sessions to Validate:** 1/1/2015 - 5/3/2015, 0 visits, 0 hours 0 minutes.
- A red circle highlights the text: "MBA students receive 20 lifetime hours of tutoring. Your current total is 5 hours."
- A button labeled "Validate/Dispute your sessions" is located at the bottom of this section.

The main content area of the page is titled "TutorTrac Main Menu" and includes a "Welcome!" message and a "FAQ" link.

Keep in mind when you have an appointment with other people, all parties will need to have validated for the time to be split. For example, if you have a 1 hour appointment from 4-5 pm, all students who attended will need to validate that they attended the 4-5 pm appointment. If two people attended, once they have validated, it will note that each person will only be charged 30 minutes. This will be included in the summary on the home page.