HOW TO NAVIGATE TUTORTRAC
How to search for tutor availability

Click ‘Search Availability’
How to search for tutor availability

Choose ‘University Tutoring Services’ from the drop down menu

Enter the search criteria and click Search.
Choose a center from the drop down menu.
How to search for tutor availability

Choose the course you wish to receive tutoring for from the drop down menu and click ‘Search’
How to sign up for a tutor

Click on the appointment time you wish to receive tutoring
How to sign up for a tutor

An appointment entry box will appear. If you would like weekly appointments make sure to check the box.
How to sign up for a tutor

Select the course for which you are seeking a tutor and click 'search'.

Section: Writing Tutor

Choose from the times listed below.

Click 'Save'. You will receive a confirmation email.
How to view what session you are signed up for

If you return to the Main Menu you will see the appointment date, time, location and the email of your tutor(s).
How to cancel an appointment

If you need to cancel the appointment, click the ‘x’ on the main menu.
How to cancel an appointment

Click ‘Confirm Cancellation’
Please email uts@binghamton.edu or call (607) 777-9235 with any questions.