

### What is TutorTrac?

TutorTrac is web-based tracking software that will help you organize your studying, learning, writing and reading. It will also help you make best use of the many services offered in your Wesley College Academic Resource Center. TutorTrac allows you to:

- sign up for one-to-one tutoring appointments, group review sessions, or workshops
- sign up for an appointment with a peer tutor or your Academic Support advisor up to one day in advance
- automatically receive reminders of the appointment date and time in your Wesley College e-mail inbox.
- easily check online for the day and time of your appointment

### How to Use TutorTrac:

TO RECORD YOUR ATTENDANCE while studying, at a tutoring session or at an advising meeting:

Go to the Kiosk Computer and LOGIN using your seven digit Wesley ID#.

- Select the **SUBJECT** and the **VISIT REASON**
- Click **CONTINUE**

To Logout: re-enter your Wesley ID# and click **CONTINUE**.

TO MANAGE YOUR INFORMATION AND MAKE APPOINTMENTS:

- Use any computer, in a web browser, go to **www.arc.wesley.edu**
- Follow the more specific directions inside this card.
- Use this URL to change your password, check your course prep and tutoring times, update your biographical info, and make appointments for tutoring or advising.

### How to Make an Appointment:

(For Tutoring in a Subject and/or Writing, FASTrack and/or Academic Advising)

- **Sign** in to TutorTrac using your seven digit **Wesley Student ID#** in the “username” field and use the password: **changeme1**
  - On the **MAIN MENU**, under the **Student Options** menu on the left select **Confirm Bio**.
  - Update your personal and contact information.
  - Select **CONFIRM**.
- On the **MAIN MENU**, under the **Student Options** menu on the left select **Search Availability**.
- Select the Center (ARC, Writing Center, Career Services, Perks Coffeehouse).
- You can search by tutor or by course:
  - **SEARCH BY TUTOR:**
    - If you know your tutor’s or D.A.S. advisor’s name, **select and highlight** it from the pull-down menu on the left.
  - **SEARCH BY COURSE:**
    - **Select and highlight** the course in which you need help.
- Select the date(s) you would like to schedule an appointment.  
OR
- Select the time(s) you would like to schedule an appointment.  
OR
- Select the day(s) you would like to schedule an appointment.
- Click **SEARCH**
- To **delete an appointment**, go to the **MAIN MENU** and click the **X** next to the incorrect appointment.

Come to the ARC for help making your appointments