

How and Why to Use Your Student TutorTrac Account



Learning Center

Reasons to use your student TutorTrac Account:

- To Search for a specific tutors hours and availability
- View your block course schedule
- View your previous tutoring session
- Make an appointment to see a tutor or join a group study session

Logging in to TutorTrac through the URL:

<http://rilib.pace.edu/login?url=https://tutortrac.pace.edu>

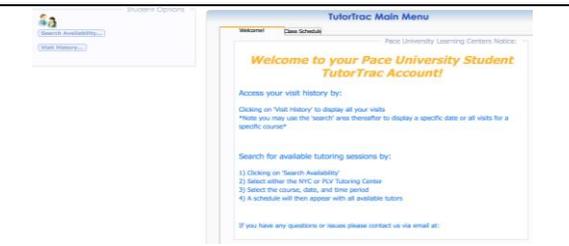
Once on this page please use your Pace credentials (same login as your Pace Portal)

Note: Suggested Browser is Mozilla Firefox (Internet Explorer won't work well)



From the main menu (as seen to the right) you can do the following actions:

- View your class schedule
- Search Availability
- View History



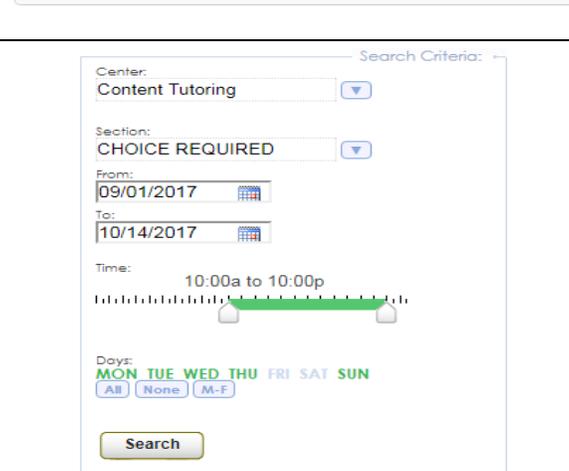
Viewing your class schedule

- Select the Class Schedule tab on the main menu
- From here you can use the toggles to change the display size of the rows and columns (thicker line between Mon and Tues)
- To print select the print button or use print screen



Searching Availability

- Select 'Search Availability' from the main page
- Dropdown on the left: **select your desired center**
- **Select a course** you would like tutoring for
- **Select a time-frame** and hit **Search**
- Tutor availability for the selected course will be displayed
 - Some tutors will be available for appointment-based scheduling (will be in green or yellow)
 - Note: 8-hour notice for cancellation required!
 - You may only miss two appointments total



Viewing your Tutoring Center History

- From the main menu select 'View History'
- Here you may view your previous visits to the Learning Center