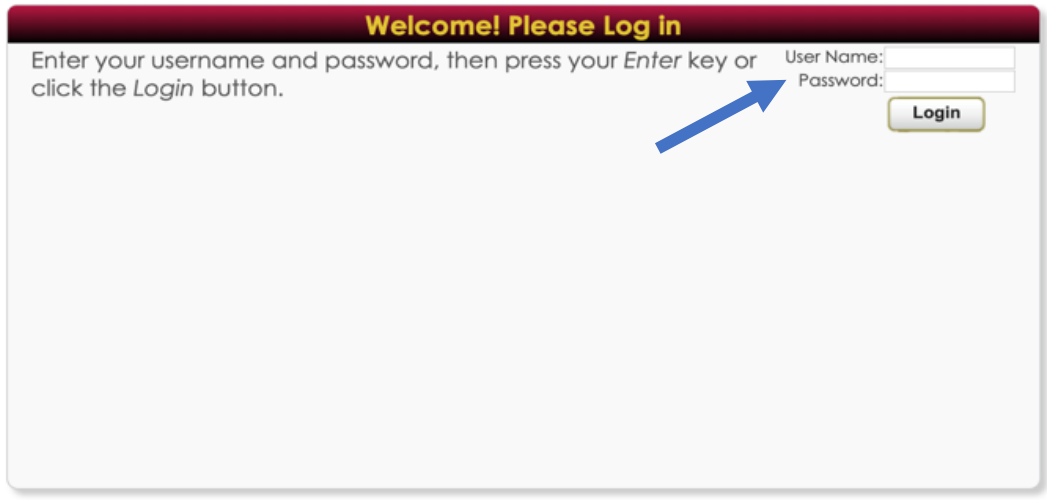
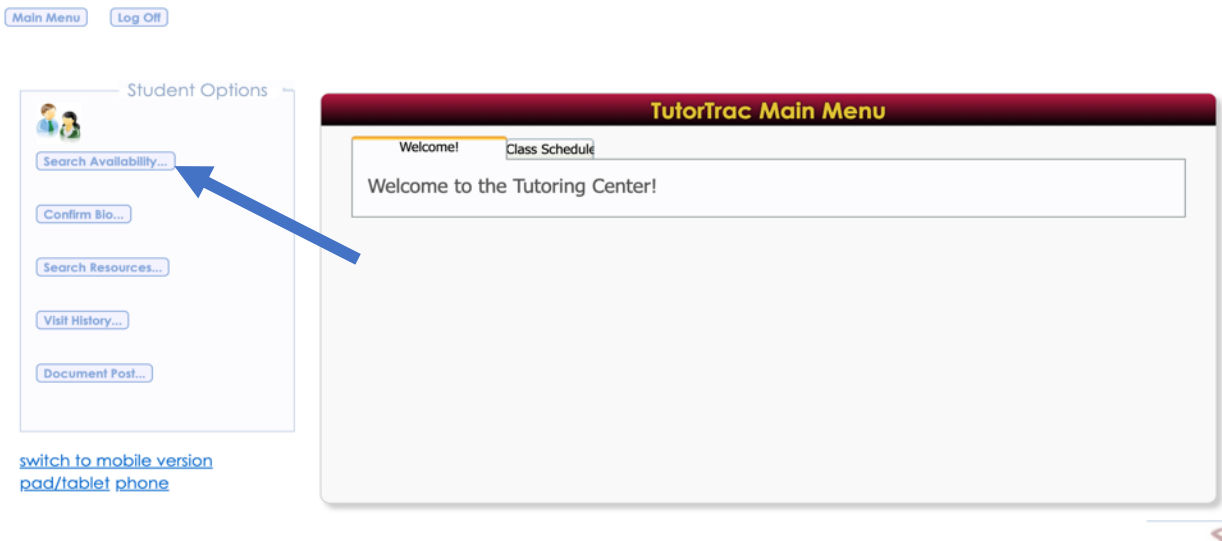


How to Sign Up for Success Coaching

Step 1: Log on to TutorTrac (<https://tutortrac.luc.edu/>) using your Loyola User ID and password.



Step 2: Once you are logged on to TutorTrac, click the search availability button in the top left to see what time slots are available.



Step 3: Click on the Center pull-down menu to see all of the options to select if you would like to sign up for the Tutoring Center, Success Coaching, Language Tutoring, or Maywood Tutoring. Click on Success Coaching. Click on Search

The screenshot shows a search interface with a 'Center' dropdown menu. The menu is open, showing options: Tutoring Center, Success Coaching (selected), Language Tutoring, and Maywood Tutoring. Below the dropdown, there is a 'Search' button. The interface also includes 'Main Menu' and 'Log Off' buttons at the top.

Step 4: Select the time that you want to meet that corresponds with the date and the coach you would like to meet with.

Key: drop in 1 on 1 multi-person class or group move the mouse over an availability to view the location and other instructions.

Available Time Slots:					
Mon 2/17/2020	Tue 2/18/2020	Wed 2/19/2020	Thu 2/20/2020	Fri 2/21/2020	Mon 2/24/2020
Mary Kate Daniels 2:00 PM - 3:00 PM	Brittany Sova 5:00 PM - 6:00 PM 6:00 PM - 7:00 PM 7:00 PM - 8:00 PM 8:00 PM - 9:00 PM	Robyn McNaughton 9:00 AM - 10:00 AM 11:00 AM - 12:00 PM 12:00 PM - 1:00 PM	Rebecca Anderson 5:00 PM - 6:00 PM 6:00 PM - 7:00 PM 8:00 PM - 9:00 PM	Rebecca Anderson 9:00 AM - 10:00 AM 11:00 AM - 12:00 PM	Rebecca Anderson 9:00 AM - 10:00 AM 12:00 PM - 1:00 PM
Ryan Evans 7:00 PM - 8:00 PM		Shaina Wright 10:00 AM - 11:00 AM 1:00 PM - 2:00 PM	Mary Kate Daniels 10:30 AM - 11:30 AM 11:30 AM - 12:30 PM		Mary Kate Daniels 10:00 AM - 11:00 AM 11:00 AM - 12:00 PM 1:00 PM - 2:00 PM
			Brittany Sova 7:00 PM - 8:00 PM 8:00 PM - 9:00 PM		Ryan Evans 8:00 PM - 9:00 PM

Step 5: Confirm that the date, time and staff member are correct. Click on save.

Appointments Entry

Student: Samuel Siner Staff: Rebecca Anderson

Appointment Info

Center: Success Coaching

Date: 2/24/2020

Fund: Time: 9:00 AM To: 10:00 AM

Notes:

Created 00/00/00 at 00:00:00 by
Modified 00/00/00 at 00:00:00 by

Save