Logging Your Hours

When working at a center you will need to log your hours using the sign-in computer.

Logging In

1. At the login screen (Figure 1) type in your 7 digit Towson ID number and click Log In/Out.

   Your ID number is located on your One Card. If you do not have your card with you, you can go to your timesheet at http://students.towson.edu and it will be displayed there for you.

   **Figure 1**

   ![Login Screen](image)

2. Choose the subject EMPSTU1 subject from the list that appears. (Figure 2)

3. Choose the visit reason of Work (Only Tutors) and click on Continue. (Figure 2)
Logging Out

1. Repeat step 1 from the Logging In directions, then choose your name from the Tutor drop-down box. (Figure 3).

**What to do if you experience problems:**
If you experience any problems with this process, please contact Liz Scarbrough at 410-704-6005 or escarbro@towson.edu and manually track your hours in the binder located next to the sign-in station.

If the TutorTrac™ system says Access Denied or doesn’t display the login screen please contact the corresponding person below, go to the Web site https://achieve.towson.edu and use the login name and password for the center. If that does not work, contact the person listed below for the center in which you are working:

- AAC: Liz Scarbrough Cook 524
- COSC: Rich Webster YR 422
- Math: Cody Cassiday Cook 524
- Music: Troy King Center for the Arts 4057
- Science: Liina Ladon Smith 538
Assisting Students with Logging In

The steps for students are similar to the steps indicated for tutors. The difference is that they need to choose the actual subject for which they are receiving tutoring.
How Students Schedule Appointments

If you are an appointment-based tutor, students should be directed to http://www.towson.edu/aac/TutorTracInstructions.htm for a demonstration of how to schedule an appointment. Students can always contact the Academic Achievement Center, 410-704-2291 if they experience any difficulty with this process.

1. Students go to https://achieve.towson.edu and use their Towsonu username and passwords to log in.

2. A main screen appears showing any upcoming appointments. (Figure 4)

   ![Figure 4](image)

   **Figure 4**

   Main Menu Log Off

   TutorTrac Main Menu

   Welcome! Untitled

   Upcoming Appointments

   Academic Achievement appointment on 2/10/2010 at 4:00 PM with Academic Achievement Center Tutor, section: ECE773101
   1102, location: Cock Library, Room S24 (+4 hours from now). No cancellations within 24 hours.

3. Click on Search Availability. (Figure 5)

   ![Figure 5](image)

   **Figure 5**

4. Choose a center and then your course section. (Figure 5)

5. Choose a date range and click on Search. (Figure 5)
6. Availabilities will appear on the right side of the screen. You may need to scroll over to see them all. Drop-in availabilities do not require appointments, 1 on 1 and multi-person groups require that you click on the time you would like to schedule and click on Save. **NOTE:** Appointments are limited to 1-hour/week/course.

The tutor and the student both receive an e-mail confirmation (Figure 6):

**Figure 6**

![Email Confirmation](image)

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From: achieve@towson.edu
To: achieve
Cc:
Subject: Appointment Confirmation Study_Skills

Scarborough, Elizabeth S.

You have the following appointment:

Tutor: Achievement Center, Academic
Subject: EMPSTU1
Date: 2/7/2006
Time: 1:30 PM
Location: AD235B

Please be on time.

From: achieve@towson.edu
To: Scarborough, Elizabeth
Cc:
Subject: Appointment Confirmation Study_Skills

Scarborough, Elizabeth S.

You have the following appointment:

Tutor: Achievement Center, Academic
Subject: EMPSTU1
Date: 2/4/2006
Time: 10:00 AM
Location: PSYC101

Please be on time.
Entering Notes and Checking Schedule

As a tutor you can always log in to TutorTrac with your tutor username and password to check your schedule and enter notes. Please see the directions on entering notes at http://www.towson.edu/aac/Publications/TutorNotes2-9-10.pdf