

How to Schedule an Appointment in TutorTrac

TutorTrac is a data management software used by the University of Dayton to allow students to schedule appointments for learning support.

Accessing TutorTrac

TutorTrac is a safe and secure platform that can be accessed on campus through the university's EduRoam network. If you are off campus and do not have access to the EduRoam network, you must download the university's VPN to access TutorTrac. Follow these directions to log on:

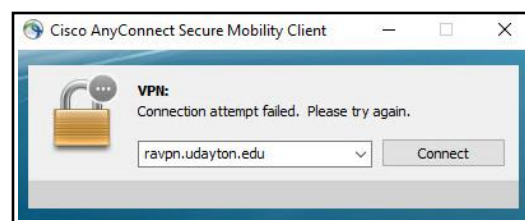
On Campus Access

1. Ensure you are connected to EduRoam wifi. If you have not set-up access to EduRoam, [follow these instructions >>](#)
2. Once connected, use FireFox or Chrome to go to tutortrac.udayton.edu.
3. Log into TutorTrac with your current UD username and password.

Off Campus Access

First time only:

1. Use Firefox or Chrome to go to software.udayton.edu.
2. Log in using your current UD username and password.
3. Click "All Available Software."
4. Select "Cisco AnyConnect."
5. Check the box agreeing to the terms and conditions.
6. Click "Download."
7. Once downloaded, open Cisco AnyConnect.
8. Enter "ravpn.udayton.edu" and click "Connect."



Step 8: enter "ravpn.udayton.edu"

Every time (enrolled in 2FA):

If you are required to enroll in two-factor authentication (2FA) but haven't, [please follow these instructions >>](#)

1. Log in using your current UD username and password.
2. For the second "Password" or "Duo Code" field, enter one of the following based on your two-factor authentication (2FA) or Duo Mobile app preferences:
 - Type "push" to authenticate through your registered iOS, Android, or Windows phone device.
 - Type "phone" to authenticate via callback.
 - Type "sms" to authenticate with randomized passcodes.
3. Once you've authenticated and logged in, **keep the Cisco AnyConnect VPN client open.**
4. Follow the instructions for [On Campus Access >>](#)

Every time (not enrolled in 2FA):

1. Log in using your current UD username and password.
2. For the second "Password" or "Duo Code" field, enter something simple, like the character "1," but any character(s) will suffice.
3. Once you've logged in, **keep the Cisco AnyConnect VPN client open.**
4. Follow the instructions for On Campus Access [>>](#)

Scheduling an Appointment

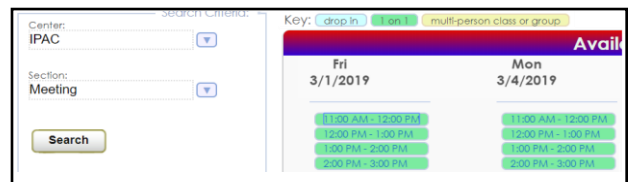
Many students currently enrolled at the University of Dayton are able to schedule appointments through TutorTrac for Tutoring, Academic Coaching, and other services. All appointments must be scheduled more than 24 hours before the desired meeting time.

Instructions:

1. Connect to the internet using EduRoam wifi or Off Campus Access >>
2. Once connected, use FireFox or Chrome to go to tutortrac.udayton.edu.
3. Log into TutorTrac with your current UD username and password.
4. Under Student Options, click "Search Availability."
5. Within the Search Criteria, select the appropriate Center.
6. Select the appropriate option under Section:

- For Tutoring, select the course.
- For Academic Coaching, select "Meeting" only.

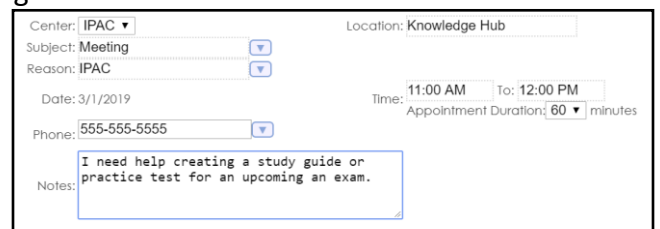
7. Choose from the available appointment blocks the Consultant and time block that best fits with your schedule.



Choosing your Center, Section, and Time.

8. In the pop-up window, complete the following:

- Choose the available Reason.
- Under Phone, enter your personal mobile number.
- Under Notes, describe what *specifically* you would like the Consultant to help you with.



Adding a Reason, Contact Information, and Purpose for Visit

9. Click "Save."
10. Check your UD email for a confirmation message.
11. In the calendar invitation, click "Yes" to confirm your attendance for the upcoming appointment.
12. If your Consultant does not reach out to you within 24 hours of booking your appointment, click "Reply All" in your confirmation email to communicate directly with your Consultant.