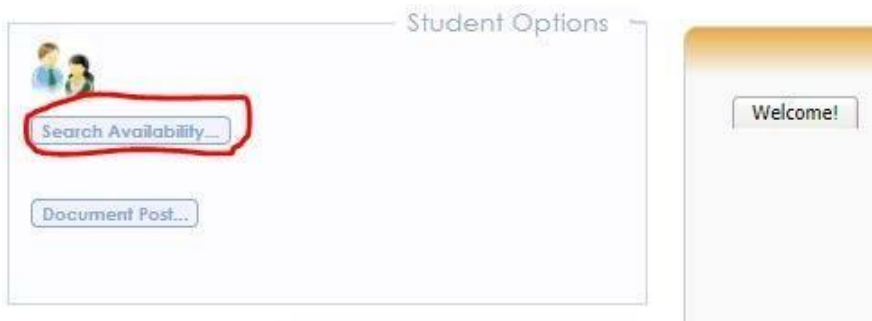
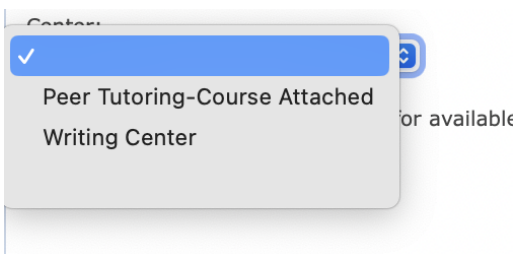


# Tutor Trac Student Guide for Peer Tutoring & the Writing Center

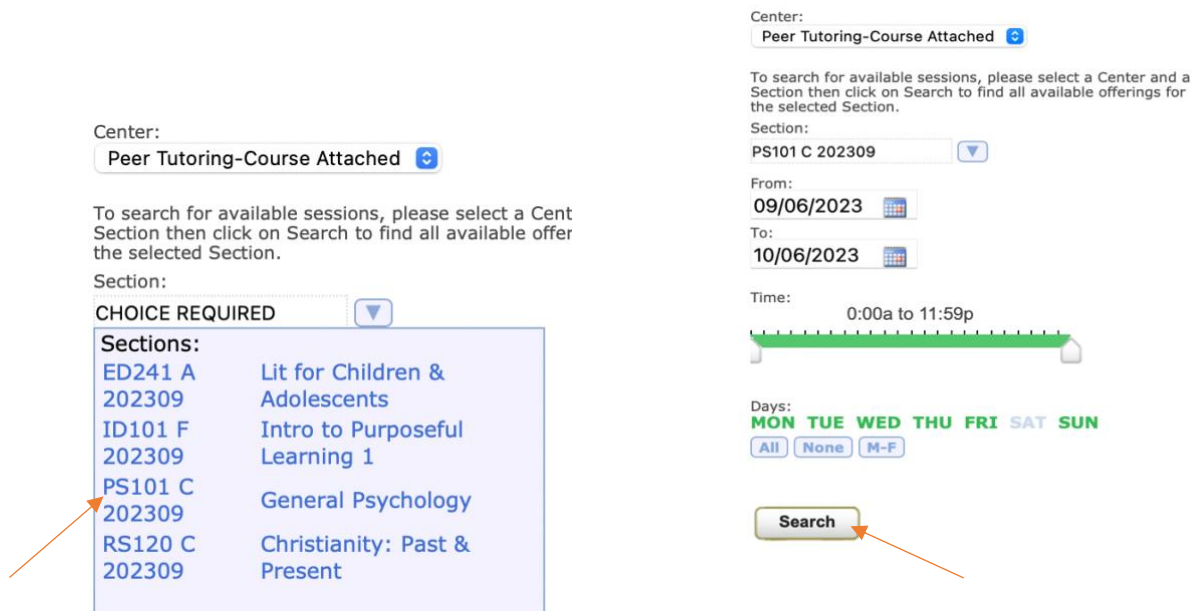
1. Log on to [TutorTrac](#) with your Mikenet username and password. (click link or type in google: Peer Tutoring SMCVT)
2. Click “Search Availability” on the left-side of the window



3. Use the drop-down to select the Center you need.



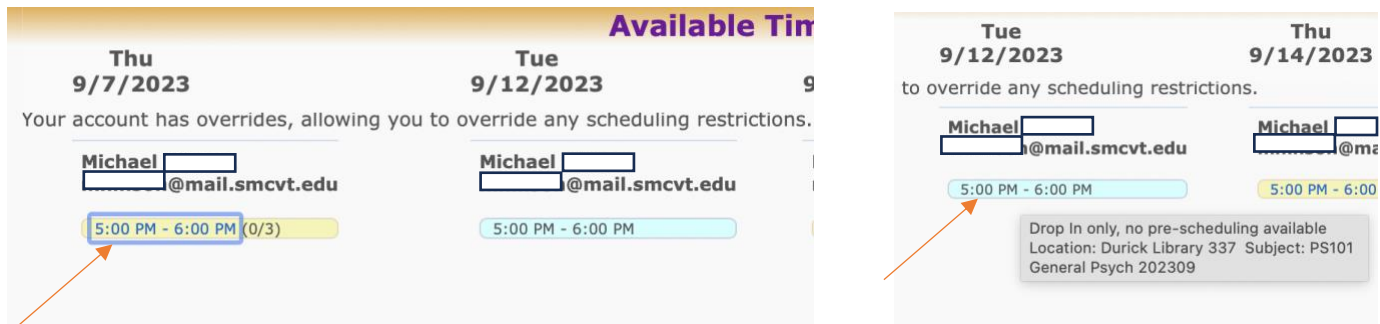
4. Once you select the Center, use the “CHOICE REQUIRED” drop down menu to select the course. Then click “Search.” You can adjust the date range to expand or narrow results. Results below are the same for tutoring and writing center



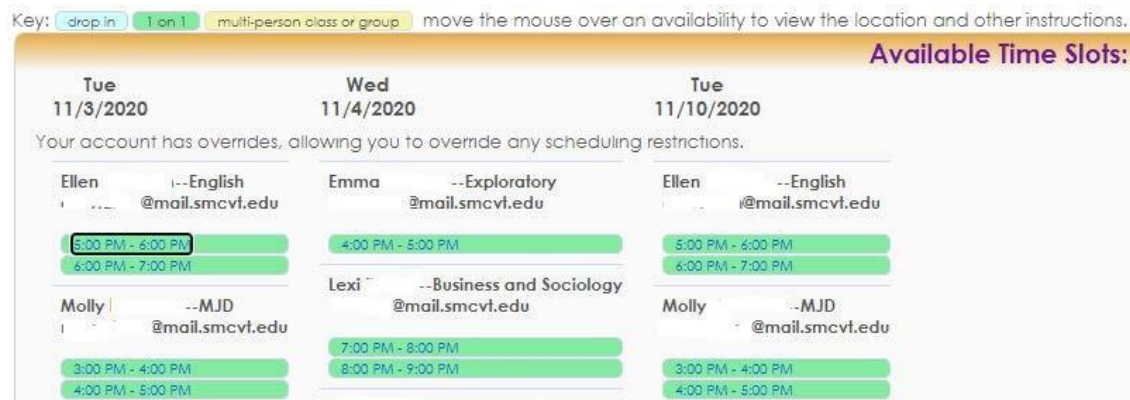
**PLEASE NOTE: some courses do not have a tutor attached and it will say “no results found” when you click search—please email Dina at [dalsaffar@smcv.t.edu](mailto:dalsaffar@smcv.t.edu) to get help in finding a tutor!**

5. Available tutoring sessions or appointments will load.

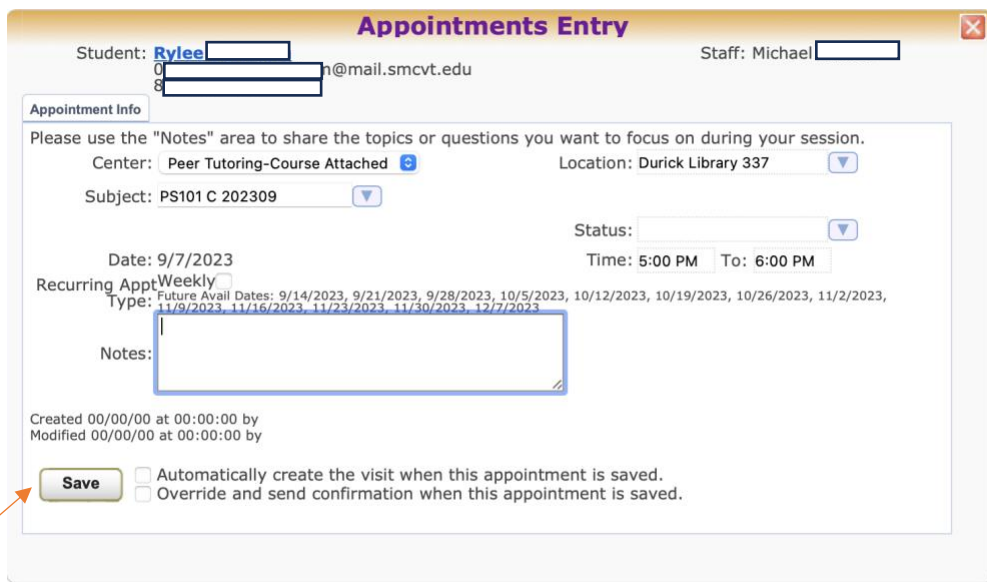
Peer Tutoring: **yellow slots indicate sign up times (sign up required); blue slots indicate drop in times (no sign up required)—hover over blue slot to see room location**



Writing Center: all slots can be signed up for online



6. Click on the session you want to join to open the appointment window. The Note section is optional. Click “Save” to reserve your seat.



7. You will receive a confirmation email with the relevant information about the session.

If you encounter any problems, please email Dina at [dalsaffar@smcvt.edu](mailto:dalsaffar@smcvt.edu)