

Instructions for getting started (signing in)

Step 1

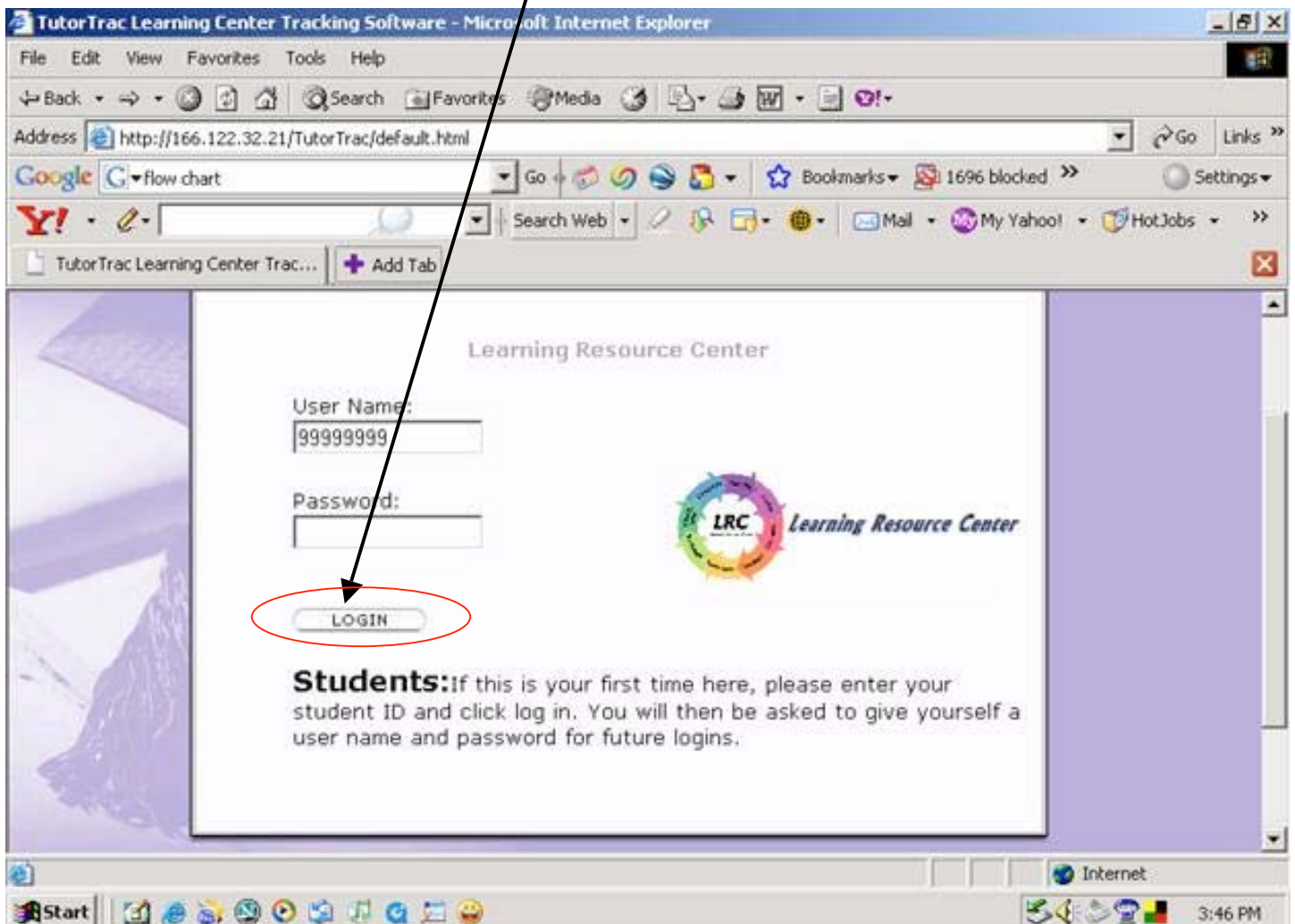
After clicking on “make a tutoring appointment”...

Type your 8-digit **Student ID number** in the *User Name* space.

If you don't know your ID number but you have a student ID card, you can find your number on the card. If you don't have a card, log on to [MyUHPortal](#) using your UH username and password; then click on the *My Account* tab. Your UH Number will be displayed under My UH Profile, on the right side of the screen.

Leave the Password space blank.

After entering your ID number, click *LOGIN*.

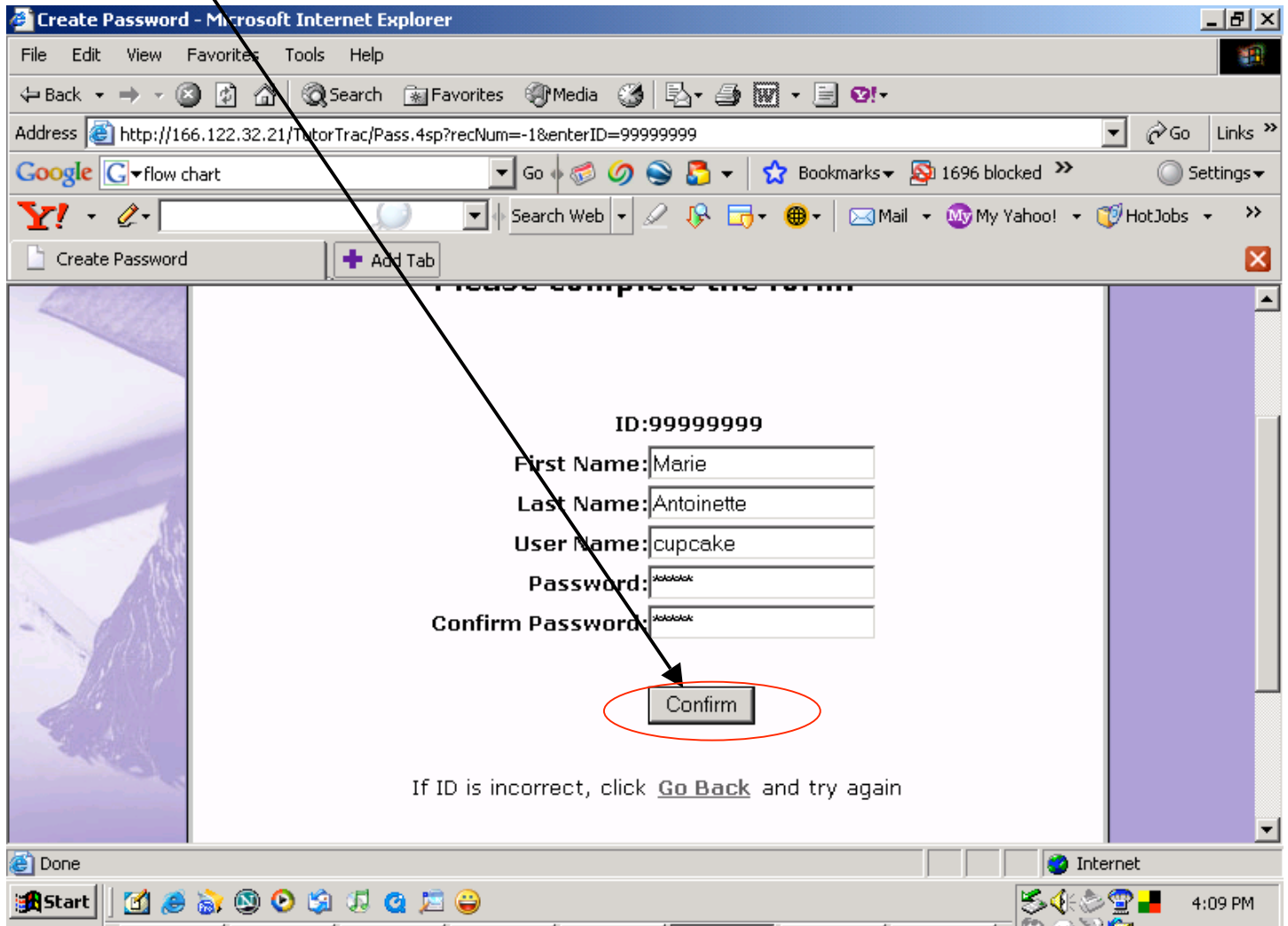


NOTE: If you get an “Access Denied” message when you type in your student ID #, click *RETURN*. Then try typing your **UH username** in the User Name space, leave the password space blank, and click *LOGIN*. If you still get the “Access Denied” message, get help from an LRC staff member.

Step 2

On the next screen, input the information requested. You can choose any User Name you like. You'll use this User Name to log in to this site in the future. To protect your privacy, don't use your UH password.

Click *Confirm*.



Create Password - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <http://166.122.32.21/TutorTrac/Pass.4sp?recNum=-1&enterID=99999999> Go Links >>

Google Go

Bookmarks 1696 blocked Settings >>

Search Web Mail My Yahoo! HotJobs >>

Create Password + Add Tab

Please complete the form

ID:99999999

First Name:

Last Name:

User Name:

Password:

Confirm Password:

Confirm

If ID is incorrect, click [Go Back](#) and try again

Done Internet 4:09 PM

Step 3

On the next screen, type in the requested information, including phone number(s) and e-mail address. This information is important in case we need to contact you. You'll also get an e-mail reminder for every tutoring appointment you make.


Student Bio Entry - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Print Mail Stop

Links

Address http://166.122.32.21/TutorTrac/entry/Student_bio.4sp

 TUTORTRAC

Go To...

ID: 099-99-9999

Last Name:

First, Middle Name:

Gender:

Phone:

ALT PHONE:

Email:

Ethnic Background:

Referred by:

Step 4

Scroll down and click **SAVE**.

Now, go to [Instructions for making an appointment](#).