

The Student Success Center Peer Academic Coaching Program

TutorTrac Instructions

1. Go to <https://tutserv.studentsuccess.vt.edu/>
2. If you are not automatically directed to the TutorTrac Main Menu page, please log in using your PID and password (the same password you use to access HokieSpa and Scholar).
3. You may see a screen that warns you that the connection is not secure. Please accept the exception. The university knows that this screen is here and they will remove it eventually, but you can be assured that the connection is safe!
4. If this is your first time using TutorTrac, please complete all of the BIO information, press the “Confirm” button and close the “Confirm Bio” box.
5. Click on “Search Availability...” in the Student Options box on the TutorTrac Main Menu page
6. Select “Peer Academic Coaching” as the Center name.
7. Select “Study Skills” in the Section box.
8. Press “Search”
9. Click on an appointment that works with your schedule.
10. Enter an email address where we can reach you.
11. If you choose, add any information that you would like your peer coach know before meeting with you.

If you have any questions, contact The Student Success Center Peer Academic Coaching Program at 540-231-5499 or dana.mcguire@gmail.com.