You can access TutorTrac by visiting the Student Success Center website or [http://tutortrac.uah.edu](http://tutortrac.uah.edu).

- Log in using your Charger ID & password
- Contact the Project Success Team (earlyalert@uah.edu) if you have any questions or issues
- TutorTrac works best with Mozilla Firefox web browser

**TutorTrac Main Menu:**

[Image of TutorTrac Main Menu]

**Making a Referral for an Individual Student:**

- You can make a referral for an individual student by selecting your class from the list on the left.
- Once your class roster is displayed, select **Referral** next to the student’s name you wish to refer:
- When the Referral Entry is displayed, select the referral type from the dropdown menu and click Create:

- Complete the referral by adding any notes and/or checking the box next to the specific reason for the referral:

- Click Submit Referral

Once a referral is submitted, you will receive a confirmation email. We will also contact the student (via email and phone) to notify them of the situation and suggest actions to take in order to improve their success.
Making a Referral for a Group of Students:

To make the same referral type for a group of students, click on the appropriate referral type listed next to your class on the left:

- Once your class roster is displayed, select the blue arrow next to all of the students’ names to be referred.

A list of reasons will appear next to each student’s name.
- Check the box that best describes that student’s situation.
- Continue to do this step for each student.
- Then select Submit.