

## ADVISORTRAC INSTRUCTIONS

### Step-by-Step

To acquire AdvisorTrac account, contact  
Dr. Mark Templeton [mtempleton@mtsu.edu](mailto:mtempleton@mtsu.edu) 898-2339

**Start at log-in page** <https://advisortrac.mtsu.edu/AdvisorTrac/Default.html>

1. Enter Username
2. Enter Password
3. Click LOGIN
4. Click Go To...
5. Click Search Students from list
6. Enter ID (SSN without dashes)
7. Click SEARCH

**If no student is found, skip to number 26**

8. Click ID number (SSN)

**You should be viewing student information**

9. Fill in information as needed
10. Click SAVE at bottom of page
11. Click View...
12. Click Visit History from list
13. Click CREATE NEW
14. Enter Date In, Time In, Minutes
15. Enter in "Assistance in": {transfer} from list
16. Enter in "Advisor": Transfer and then your name from list
17. Enter in "Notes": your notes
18. Enter Contact Type
19. Enter Reason I
20. Enter Reason II
21. Click SAVE
22. Scroll to bottom of page to view your submission under *Recent Visits*

**Next student**

23. Enter in "New Visit – Search for Student": ID number (SSN)
24. Click Find Student
25. Repeat steps 14-22 above

**New student**

26. Click Go To...
27. Click Log In/Out from list
28. Enter in "Enter ID": ID number (SSN)
29. Click Log In/Out
30. Click Next if ID is correct
31. Fill in student information

32. Click Submit
33. Enter Center, Advisor, Reason
34. Click Continue

**If AdvisorTrac closes itself at this point—You must log back in**

35. Repeat steps 1-7
36. Click highlighted date
37. Repeat steps 14-22 above

**Log out**

38. Click Go To...
39. Click Main Menu from list
40. Click Exit.