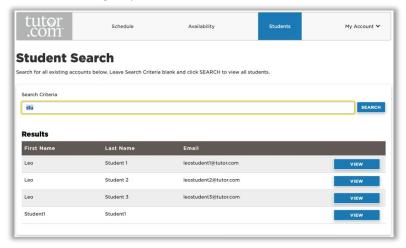
Client Resource

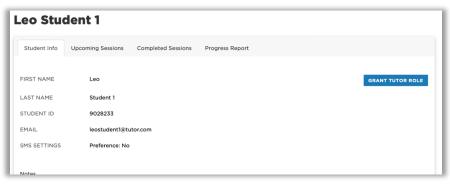


CREATING NEW SCHEDULED TUTOR ACCOUNTS IN LEO

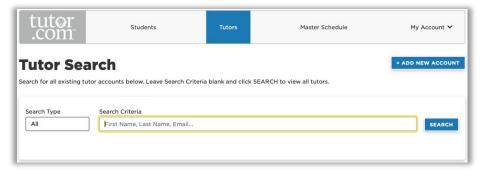
- 1. Open LEO at https://leo.tutor.com/Admin/
- 2. Enter your username and password (should be provided by your CSM)
- 3. Go to the "Students" tab and search for the individual who is to become a tutor. If they have a student account in LEO, Take the following steps:



- a. Click VIEW next to the student's name
- b. On the Student Info tab, click the blue GRANT TUTOR ROLE button to make this student a tutor



- 4. If the individual does not have a student account in LEO, go to the "Tutors" tab near the top of the page.
- 5. Click the "+ ADD NEW ACCOUNT" button on the top right of the screen



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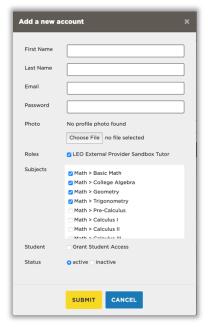
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CREATING NEW SCHEDULED TUTOR ACCOUNTS IN LEO

6. The below pop-up window will appear.



- a. Enter the tutor's First and Last Name and Email address.
- b. For Password, a best practice is to use "tutor" or something similar and simple.
- c. You can, but are not required to, upload the tutor's photo.
- d. Assign the tutor an appropriate Role you may see more than one option. It is necessary for the tutor to have at least one Role in order to be on the Scheduled list. If you have questions about Roles, you can ask your Tutor.com CSM.
- e. Under Subjects, check the box next to all subjects for which you would like this tutor to be available to students.
- f. Granting the tutor Student Access allows the tutor to view LEO from the student point of view, which can be helpful in addressing student questions about the platform.
- g. Make the tutor "active" if you would like them to begin tutoring immediately. Inactive tutors remain in the system but cannot schedule or conduct sessions.
- h. Click submit to complete the process!

Accounts can be managed and edited, as well. For more information on how, refer to the "Managing Scheduled Tutors in LEO" resources in your Client Resource Center.

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