

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:

Student Search

Search for all existing accounts below. Leave Search Criteria blank and click SEARCH to view all students.

Search Criteria

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Results

First Name	Last Name	Email	
Leo	Student 1	leostudent1@tutor.com	<input type="button" value="VIEW"/>
Leo	Student 2	leostudent2@tutor.com	<input type="button" value="VIEW"/>
Leo	Student 3	leostudent3@tutor.com	<input type="button" value="VIEW"/>
Student1	Student1		<input type="button" value="VIEW"/>

- 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

Leo Student 1

Student Info | Upcoming Sessions | Completed Sessions | Progress Report

FIRST NAME: Leo

LAST NAME: Student 1

STUDENT ID: 9028233

EMAIL: leostudent1@tutor.com

SMS SETTINGS: Preference: No

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

Tutor Search

Search for all existing tutor accounts below. Leave Search Criteria blank and click SEARCH to view all tutors.

Search Type: All

Search Criteria: First Name, Last Name, Email...

(continued on next page)

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6. The below pop-up window will appear.

The screenshot shows a pop-up window titled "Add a new account" with a close button (X) in the top right corner. The form contains the following fields and options:

- First Name:
- Last Name:
- Email:
- Password:
- Photo: No profile photo found. no file selected
- Roles: LEO External Provider Sandbox Tutor
- Subjects: Math > Basic Math, Math > College Algebra, Math > Geometry, Math > Trigonometry, Math > Pre-Calculus, Math > Calculus I, Math > Calculus II, Math > Calculus III
- Student: Grant Student Access
- Status: active inactive

At the bottom of the form are two buttons: a yellow "SUBMIT" button and a blue "CANCEL" button.

- Enter the tutor's First and Last Name and Email address.
- For Password, a best practice is to use "tutor" or something similar and simple.
- You can, but are not required to, upload the tutor's photo.
- 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.
- Under Subjects, check the box next to all subjects for which you would like this tutor to be available to students.
- 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.
- 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.
- 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.