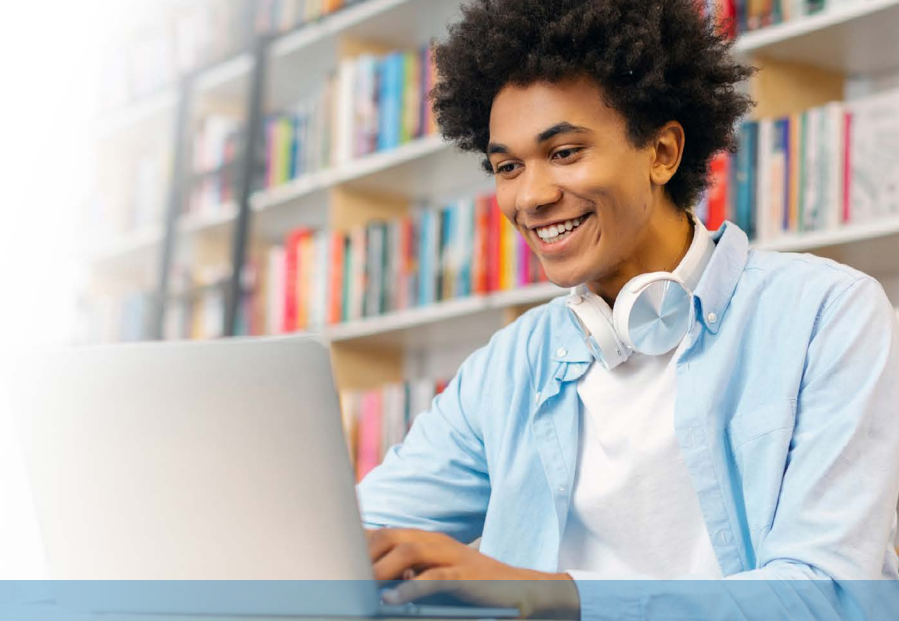


Using the **NEW** Tutor.com Client Portal



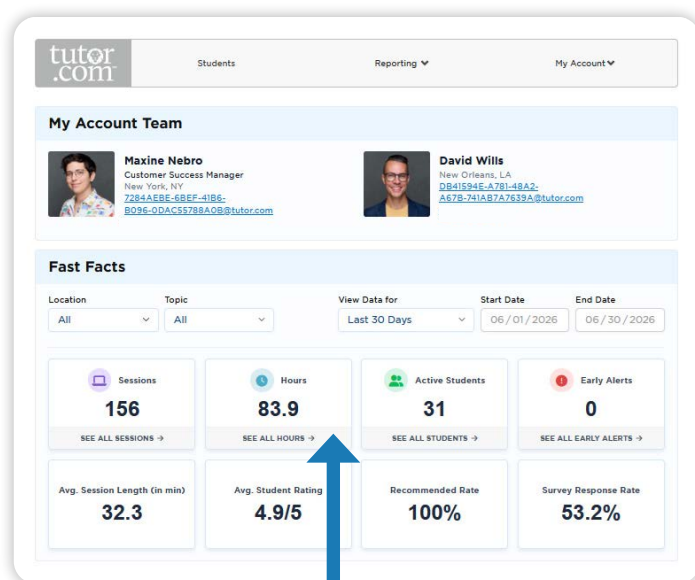
The redesigned Tutor.com Client Portal offers a more intuitive, user-friendly experience, making it easier for Program Managers and instructors to access the information they need.

With an enhanced dashboard, improved navigation, advanced filtering options, and customizable reporting, users can quickly monitor patron engagement, review program performance, and **export up to 365 days of data**—all from one centralized location.

How do I access this data?

Log in your your live program using your Tutor.com administrative credentials, just like a patron would. You will then have access to the updated Client Portal where the Dashboard will be visible.

For programs authenticating through SIP2, you can access the portal by going to leo.tutor.com using the administrative credentials provided to you by your Customer Success Manager.



What is new on my Dashboard?

Contact information has moved to the top of the dashboard for easy reference.

Number of hours is now under Fast Facts, in addition to the previous Fast Facts data.

You have access to a variety of on-demand reports.

You can click the **Reporting** tab at the top of the dashboard to review reports on individual patron sessions and global student usage.

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Students Reporting My Account

Individual Student Session

View data for: Last 30 Days Start date: 06/01/2026 End date: 06/30/2026

Location: All Topic: All

EXPORT

Location	User Id	Subject	Grade/Course ID	Center Name	Session
South Carolina State Library - Discus	14516721	Writing - Essay	9th	South Carolina State Library - Discus	06/04/2026
South Carolina State Library - Discus	14516721	Writing - Essay	9th	South Carolina State Library - Discus	06/04/2026
South Carolina State Library - Discus	14516721	Writing - Essay	9th	South Carolina State Library - Discus	06/04/2026
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South Carolina State Library - Discus	14516721	Writing - Essay	9th	South Carolina State Library - Discus	06/04/2026

You now have the ability to **edit/filter** these reports and **export** pulled report data for up to 365 days.

Reports can help identify which patrons are taking advantage of tutoring and could use extra help.

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Students Reporting My Account

Individual Student Session

View data for: Last 30 Days Start date: 06/01/2026 End date: 06/30/2026

Location: All Topic: All

EXPORT

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South Carolina State Library - Discus	14516721	Writing - Essay	9th	South Carolina State Library - Discus	06/04/2026

The student usage report breaks usage down by patron, showing the number of sessions and number of minutes each patron used in various subjects.

Data is returned for both the date range you specify and the lifetime of each patron's account.

Data can be exported for up to 365 days.

From the Dashboard, you can also reset patrons' passwords.

The screenshot shows the 'Student Usage Report' page. At the top, there are navigation tabs: 'Students', 'Reporting' (selected), and 'My Account'. Below the tabs, the title 'Student Usage Report' is displayed. Underneath, there are filters for 'View data for' (Current Term), 'Start date' (06/01/2026), 'End date' (06/30/2026), 'Location' (All), and 'Topic' (All). An 'EXPORT' button is visible on the right. The main content is a table with columns: User Id, Location, Start Date, and Subjects. The table lists usage data for various users across different locations and subjects.

User Id	Location	Start Date	Subjects
5537421	Charleston County Public Library	03/18/2020, 01:34 PM	English and Language Arts - Literature
5537421	Charleston County Public Library	03/18/2020, 01:34 PM	Math - Basic Math
5537421	Charleston County Public Library	03/18/2020, 01:34 PM	Math - Elementary Math
5537421	Charleston County Public Library	03/18/2020, 01:34 PM	Science - Organic Chemistry
5537421	South Carolina State Library - Discus	03/18/2020, 01:34 PM	Writing - Essay
5537421	South Carolina State Library - Discus	03/18/2020, 01:34 PM	Social Studies - U.S. History
5537421	TTC Databases	03/18/2020, 01:34 PM	Writing - Essay
5537421	York County Library	03/18/2020, 01:34 PM	Writing - Essay
5537421	York County Library	03/18/2020, 01:34 PM	Math - Intermediate Statistics
7610768	South Carolina State Library - Discus	12/04/2021, 06:37 PM	Writing - Essay

The screenshot shows the 'Student Search' page. At the top, there are navigation tabs: 'Students', 'Reporting' (selected), and 'My Account'. Below the tabs, the title 'Student Search' is displayed. Underneath, there is a search bar with fields for 'Search' (First name, Last Name, Email), 'Location' (All), and 'Status' (Active). A 'SEARCH' button is visible. Below the search bar, it says 'Many results found!'. The main content is a table with columns: First Name, Last Name, Email, Username, Location, Status, and Action. The table lists search results for students, including 'Anastasiia Kurbako', 'Andrea Nguyen', and 'Artem Kuliievych'.

First Name	Last Name	Email	Username	Location	Status	Action
Anastasiia	Kurbako		AKurbako	Seaport Demo Site	Active	EDIT
Andrea	Nguyen		ANguyen	Seaport	Ac	X CANCEL
Artem	Kuliievych		AKuliievych	Seaport Demo Site	Active	EDIT

Have questions or need support?

Contact your CSM or email clientsupport@tutor.com.