Instructions for Booking ASC Tutoring

1. Go to jhu.mywconline.com
2. If this is your first time using the scheduling system, you must register for an account. Click on the blue link here:

3. Complete the Registration form

   Please use your Hopkins email:
   @jh.edu  
   @jhu.edu  
   @jhmi.edu

   Do not use a personal email:
   @gmail.com  
   @yahoo.com  
   @hotmail.com

4. Once your account is set up, return to the home screen. After you enter your email and password, you can select which schedule you want to view depending on which program you are in. The default will always be set to the MSN-Entry schedule.
5. After logging in, you will see a schedule similar to the one below. You can limit the schedule by subject matter using this drop-down menu.

You can also switch to the DNP/PhD schedule from this dropdown menu.

You can change the date by clicking on this calendar icon.

6. The white areas on the schedule indicate open appointment slots. To book an appointment, click on an available white square for the time you want the appointment to start. After limiting the schedule to Patho tutors and changing the date, let’s book an appt with Merayah on December 7th at 4pm.
7. After clicking on the time slot, an appointment box will pop up. Appointments are defaulted to 1 hour in length. Since we selected the 4pm slot above, our appointment will automatically be set to 4-5pm, as seen below. Fill out the remainder of the appointment form.

The more specific you are in this section, the better your tutor can prepare.

This is optional, but can be useful for sharing documents or files with your tutor.

8. When you are done, select "Create Appointment". If your appt is saved successfully, you will see a green confirmation box, like below. You should also receive a confirmation email with the details of your appt. If you do not see the green box and/or receive an email, please contact the ASC office.

View Existing Appointment

The appointment was saved successfully. Continue working with the appointment below or close this window if finished.

Appointment Date
Monday, December 7, 2020
4:00pm to 5:00pm

Staff or Resource
Merayah Colocho (Online Only) (ASC Schedule Fall 2020 - MSN Entry)