Instructions for booking ASC tutoring:

1. Go to jhu.mywconline.com

2. You will see the following screen. If this is your first time using the scheduling system, click on the link to “Register for an account.”

   ![Registration Form](image)

3. Complete the registration form.

   ![Register for a New Account](image)
4. Once you are registered and logged in, you will see a schedule similar to the image below. You can limit the schedule by subject matter using the drop-down menu.

![Schedule Image]

5. Next, click on an open appointment block to make an appointment. In the example below, I set the schedule to only show tutors who are able to tutor Chronic, and it shows me that on Saturday, January 25, Drew Walker has online appointments available from 1-3pm.

![Waiting List Image]
6. Click on the time you want your appointment to start. An appointment box will pop up, like below. Since I clicked on the 1pm box (circled in yellow on the image above), and since appointments are an hour in length, the appointment box creates an appointment for 1-2pm. Fill out the remainder of the appointment form.

7. If your appointment is successfully created, you will see a green confirmation box, like below. You should also receive an email confirming the details of your appointment. If you do not see the green confirmation box and/or receive a confirmation email, contact the ASC to make sure that your appointment was actually created.