## 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."

JHSON Academic Success	Welcome to WCONLINE! To get started, register for an account by clicking the link to the left.							
You have successfully logged out of the system.								
First vis t? Register for an account. Returning? Log in berow.								
rmitch50@jhu.edu								
AVAILABLE SCHEDULES								
ASC Schedule Spring 2020								
Check box to <b>stay logged in</b> : 🔲 🛿								
LOG IN								

3. Complete the registration form.

Email Address *			
First Name *		Last Name *	
What is your phone nun	າber? *		
What is your JHED ID? (F	lease note: Your JHEI	) is different from your student ID number. Your	JHED will hav

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.



WELCOME, SAMPLE V				7 16 - January 22, 2020 JS WEEK   CURRENT WEEK   N	0 ASC Schedule Sprin: ▼ NEXT WEEK ► 💼												
HELP?			Limit to:	please select V													
Jan. 16: Thursday	7:00am	8:00am	9:00am 1	Biostats	1:00pm	2:00pm	3:00pm	4:00pm	5:00pm	6:00pm	7:00pm	8:00pm	9:00pi				
Aaron Speer FACE-TO-FACE & ONLINE			Foundations-MEN														
Alison Bradbury FACE-TO-FACE & ONLINE				Health Assessment-MEN													
Ashley Booth FACE-TO-FACE & ONLINE				Patho-MEN													
Brian Rogers FACE-TO-FACE & ONLINE				Peds-MEN Pharm-MEN													

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: JANU	ARY 24, 202	0
Jan. 25: <b>Saturday</b>	7:00am	8:00am	9:00am	10:00am	11:00am	12:00pm	1:00pm	2:00pm	3:00pm	4:00pm	5:00pm	6:00pm	7:00pm	8:00pm	9:00pm	1
Aaron Speer FACE-TO-FACE & ONLINE																
Alison Bradbury FACE-TO-FACE & ONLINE																
Brian Rogers FACE-TO-FACE & ONLINE																
Brian Rogers Chronic in- person group SUPPORTS 6 MEMBER GROUPS																
Clare Hellmann FACE-TO-FACE & ONLINE																
Cornelia Coté FACE-TO-FACE & ONLINE																
Deepa Chelliah FACE-TO-FACE & ONLINE		Reserve <b>1:00pm</b> on January 25.														
Drew Walker Online Only ONLINE ONLY																
Emese Nemeth Chronic in-							/									

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.

) JHSON Academic Success Center - Google Chrome — 🗆 🗙								$\times$					
jhu.mywconline.com/reserve.php?id_d=1579928400&id_s=sc15df13291c586d&id_r=sc5e1f5a0999100&id_t=78	=Chronic-N	MEN			☆	i 🚱	Go 🍕	) E					
Create New Appointment	WCOnline	, Writing	/publishing	😈 Wet Ir	nk	»	Other book	marks					
Appointment Date	WAITING LIST: JANUARY 24, 2020												
Staff or Resource Drew Walker Online Only (ASC Schedule Spring 2020)	3:00pm	4:00pm	5:00pm	6:00pm	7:00pm	8:00pm	9:00pm	10:(					
APPOINTMENT LIMITS: Appointments must be 1 hour in length. STAFF/RESOURCE EMAIL: dwalke69@jhu.edu													
Meet Tutor Online?  Yes. Schedule Online appointment. If you choose an online appointment, log back in to this website approximately five to ten minutes before the start of your appointment. Then, open this appointment and click "Start or Join Online Consultation."													
Questions marked with a * are required.													
What course is this appointment for?*													
please select •								•					

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.

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ijhu.mywconline.com/reserve.php					=Chronic-I	MEN			☆	ñ	പ	Go 🛛	6
View Existing Appointment					WCOnline	Writing	g/publishing	😡 Wet Ir	nk	»		Other boo	kma
The appointment was saved successfully. Continue working with the appointment below or close this window if finished.					3:00pm	4:00pm	5:00pm	6:00pm	7:00pm	8:00p	m	9:00pm	1
Appointment Date ONLINE Saturday, January 25, 2020 CREATED: Jan. 16, 2020 11:49am by Sample Tutee 1:00pm to 2:00pm													
Staff or Resource Drew Walker Online Only (ASC Schedule Spring 2020)													
STAFF/RESOURCE EMAIL: dwalke69@jhu.edu													
MEET TUTOR ONLINE? ONLINE If you choose an online appointment, log back in to this website approximately five to ten minutes before the start of your appointment. Then, open this appointment and click "Start or Join Online Consultation."													
START OR JOIN ON													
What course is this appointment for? Chronic													
Which SON Program are vou in?													