1. You will log in using the flowing link: uregina.mywconline.net. When you click on this link it will take you to this page.
2. If this is the first time that you are using this program, you will have to register and make an account. The next time you log in to book an appointment, all you have to do is enter your email address and password.
3. After you click the button that says “click here to register” the following screen will appear. You will then fill in the following information and click “Register”. This will create your account.
4. After you have registered, the following screen will appear. There will be three different colors on the screen. The **dark blue** color means that this time is not available and you cannot book appointments during these time slots.

5. The **white** color means that this slot is available for appointments and you can book appointments during these times.
6. You will click on the white spot and the following screen will appear. On the top of the page will be the coach’s name and below that will be the coaches information. Next is the date and time of the appointment that you are going to make. Where it says “Course”, enter the course number that you want the coach to help you with. For example, if one needs help with English 100 essay writing, then they will write “English 100” in the Course area. Next is the name of the instructor who is teaching the class. In the section “What would you like to work on today?” you will write the material that you want the coach to help you with. Click the “Save Appointment” button at the bottom.
7. The yellow spot will indicate that you have booked the appointment. All yellow spaces will indicate any appointments booked by you.

8. The light blue spaces are appointments that are booked by other students and these time slots are unavailable to you.

9. There is also a waitlist feature so that you can be notified if a specific appointment that was previously booked becomes available. Click on the “clock” icon on the left hand side beside the date.
10. When you click on this “clock”, the following window will pop up.

Join the Waiting List: Monday, September 29, 2014

The waiting list allows you to be notified of an opening in the schedule. Once you’ve signed up for the waiting list, you’ll receive notice when an appointment opens and then can log in to reserve that newly opened appointment. To join the waiting list, simply fill out the form below.

Specific staff or resources only?

No. Notify me of all openings

At specific times only?

-- all start times --
-- all end times --

Waiting list notification messages are sent to your registered email address. If you would like to view or change your email address, update your profile using the option at the top of the Welcome menu.

JOIN THE WAITING LIST   CLOSE WINDOW

11. From here, you can choose what you would like to be notified for. “Resources” means “Coaches”, so you can choose which coach you would like to be notified of if an opening arises.

Join the Waiting List: Monday, September 29, 2014

The waiting list allows you to be notified of an opening in the schedule. Once you’ve signed up for the waiting list, you’ll receive notice when an appointment opens and then can log in to reserve that newly opened appointment. To join the waiting list, simply fill out the form below.

Specific staff or resources only?

No. Notify me of all openings

At specific times only?

Only with Apolline

Only with Taylor

Waiting list notification messages are sent to your registered email address. If you would like to view or change your email address, update your profile using the option at the top of the Welcome menu.

JOIN THE WAITING LIST   CLOSE WINDOW

Manage Waiting List
12. You can also choose specific times of appointments that you would like to be notified of if they open.

13. When you are done, click “Join the Waitlist”. You will now be notified if a selected appointment ever becomes available.