Steps to Schedule an Online Coaching Session Available through the Academic Support Center

Step 1: Log into WCONLINE (<u>http://www.johnsonu.mywconline.com/</u>) using the login credentials you created during registration.

Returning? Log in below.	
EMAIL ADDRESS:	
	\
PASSWORD:	←
CHOOSE A SCHEDULE:	
Academic Coaching - Fall 2012 💙	
Check box to stay logged in: 🔲 🕐	
LOG IN	
Having trouble logging in? Click here to reset your password.	

Step 2: Select a schedule you would like to make an appoinment under by clicking the arrow beside the "CHOOSE A SCHEDULE" drop-down box.

PAS	SSWORD:
CH	OOSE A SCHEDULE:
A	cademic Coaching - Fall 2012 🎽 🧖
A O P S	cademic Coaching - Fall 2012 Idvisor for Childrens Ministry LEP Testing - Fall 2012 Proctored Testing - Fall 2012 Study Hall
Ha Cli	aving trouble logging in? ick here to reset your password.
U≤ Cli	ing screen reader software? ick here for the text-only scheduler.

EMAIL ADDRESS:	
PASSWORD:	
CHOOSE A SCHEDULE: Academic Coaching - Fall 2012	
Check box to stay logged in : 🗌 🕐	
LOG IN	

Step 4: Once you have successfully logged in, locate an accademic coach listed that has the option for "eTutoring" listed under their name. Then, think about a date and time that will appromately meet your needs and fit into your schedule. Once you have decided, select an open session represented by a white balnk in the schedule. Click the blank.

L	O1/16: WEDNESDAY	8:00am	9:00am	10:00am	11:00am	12:00pm	1:00pm	2:00pm	3:00pm
	Academic Coach - Cody 🖌				1				
	Academic Coach - Erika 🖌							10	100 M
	Academic Coach - Ethan Z Face-to-face or eTutoring							K	
	Academic Coach - Grace 🖌								
	Academic Coach - Katie 🖌								
	Academic Coach - Mike 🖌						-		to st
1	Academic Coach - Rachel 🖌					- 132 142			

Step 5: A new window will open that will ask you some information about your appointment. Be sure to select "Yes – Schedule eTutoring Appointment" under the "Meet Online?" division. Then, complete all the fields and click "Save Appoinment." After that, you are done. We'll be meeting with you soon!!!

Time: REPEAT APPT.	Tuesday, January 15: 10:00am 🔹 to 10:30am 👻 <
Client:	Search: Select: Rader, Cody
Meet Online?	Yes - Schedule eTutoring Appointment No - Meet Face-to-Face at the Center Yes - Schedule eTutoring Appointment e available. If you choose an erutoring appointment, upload your paper after making this appointment. Then, watch your email for notification that your appointment has been modified or that someone has responded to your paper.
Course:	* ←
Instructor:	* ←
What would you like to work on today?	*
Admin Options:	Walk-In/Drop-In: 🖾 Missed: 🖾 Placeholder (not counted in stats): 🖾
	SAVE APPOINTMENT CLOSE WINDOW