

ONLINE APPOINTMENT SCHEDULING | WSU SPOKANE STUDENT SUCCESS CENTER

FIRST TIME USERS:

1. Go to wsu.mywconline.net.
 - **PLEASE NOTE:** The .net domain is for WSU Spokane. If you use the .com domain, you will navigate to the WSU Pullman site.
2. Click [Register for an account](#).
3. Enter your information as requested.
 - **PLEASE NOTE:** You must use your official WSU email account to register.
 - To receive iCal meeting requests via email to sync with your calendar, choose the "Yes" option at the "Include iCal Link?" question.

TO SCHEDULE AN APPOINTMENT / RETURNING USERS:

1. Go to wsu.mywconline.net
2. Login using your WSU email and the password you created when you registered.
 - **PLEASE NOTE:** You must choose a schedule (Writing Support or Learning Strategies and Career Services) in order to log in.
3. Click on an available time. White squares indicate available times.
4. Schedule your appointment in the pop-up window:
 - Select the length of the appointment using the drop down menus at the top of the pop-up window. Appointments on the Mental Health and Counseling calendar can only be scheduled for one hour.
 - Provide other requested information. These questions are different for Writing Support and Learning Strategies.
 - Click "Save Appointment" at the bottom of the pop-up window
 - If you would like to attach a document for review during your appointment, click on the link at the top of the pop-up window.

TO SCHEDULE A TIMED WRITING SESSION FOR THE UNIVERSITY WRITING PORTFOLIO:

1. Go to wsu.mywconline.net
2. Login using your WSU email and the password you created when you registered.
3. Choose the Writing Support Calendar from the drop-down menu.
4. Click on "Next Week" to scroll ahead to future dates.
 - **PLEASE NOTE:** Appointments can only be scheduled two weeks in advance.
5. Click on a white or lighter blue square to schedule a timed writing session.
 - **PLEASE NOTE:** Available Timed Writing sessions will only appear on the calendar when a session is available. Timed writing sessions should only be scheduled on the Timed Writing schedule; DO NOT schedule timed writing appointments with Jack Downs.
6. Click "Save Appointment" on the bottom of the pop-up window.

Timed Writing sessions for the University Writing Portfolio are generally offered in large group sessions at the beginning of each semester in coordination with each undergraduate program. Other timed writing sessions may be offered at other times during the academic year.

For all other questions related to scheduling appointments or the University Writing Portfolio, please contact the WSU Spokane Academic Writing Specialist, Jack Downs, at jmdowns@wsu.edu.