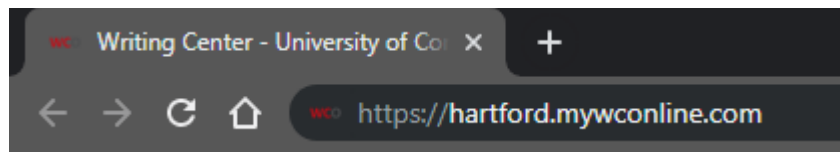


HOW TO RESERVE AN APPOINTMENT

Step One – Log In to the Writing Center Website

You can find us at
hartford.mywconline.com



Remember you need to use your @uconn.edu email address to log in!

Step Two – Select an Available Time Slot

You'll arrive at today's date on our scheduler and will see something like this:

Sep. 9: Monday	10:00am	11:00am	12:00pm
Ahmed ↗	Dark blue	White	Dark blue
Anne ↗	Orange	Dark blue	White
Jacob ↗ FACE-TO-FACE & ETUTORING	Dark blue	Dark blue	Dark blue

The names of the consultants are on the left, then the hour-long blocks are along the top. **Dark blue areas** cannot be reserved. **Light blue boxes** are times that another writer has reserved. **Orange boxes** are *your* reservations!

Click one of the **white boxes** to open a reservation form to save that time for you!

Step Three – Fill Out the Reservation Form

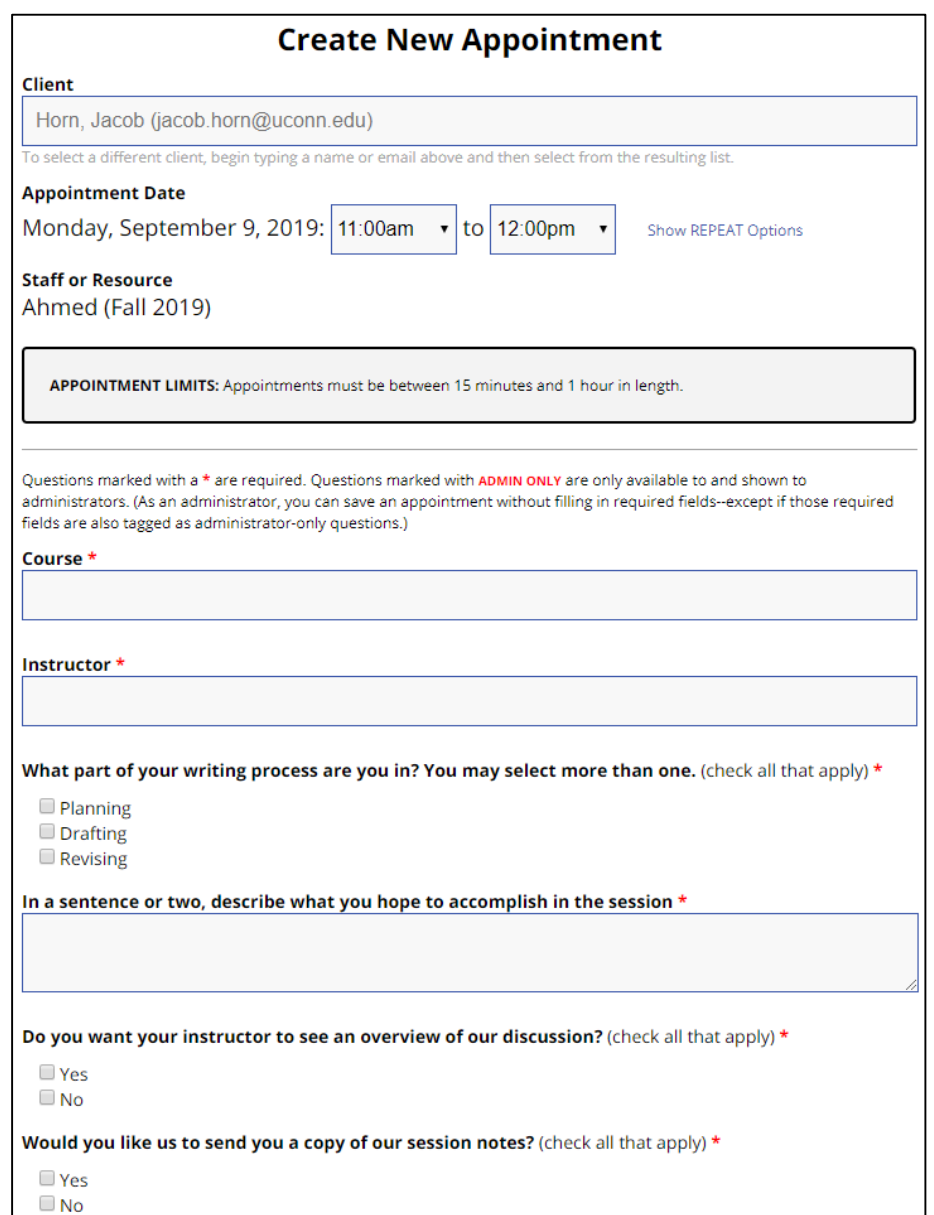
Make sure you give us as much information as possible—the more we know, the better we can assist you!

We write some notes about what happens in our sessions, and you can have them sent to you and/or your instructor. Just click the preferred boxes at the bottom of the form!

Step Four – Click the “Create Appointment” Button

CREATE APPOINTMENT

And you're done!



Create New Appointment

Client
Horn, Jacob (jacob.horn@uconn.edu)
To select a different client, begin typing a name or email above and then select from the resulting list.

Appointment Date
Monday, September 9, 2019: 11:00am to 12:00pm Show REPEAT Options

Staff or Resource
Ahmed (Fall 2019)

APPOINTMENT LIMITS: Appointments must be between 15 minutes and 1 hour in length.

Questions marked with a * are required. Questions marked with ADMIN ONLY are only available to and shown to administrators. (As an administrator, you can save an appointment without filling in required fields--except if those required fields are also tagged as administrator-only questions.)

Course *

Instructor *

What part of your writing process are you in? You may select more than one. (check all that apply) *

- Planning
- Drafting
- Revising

In a sentence or two, describe what you hope to accomplish in the session *

Do you want your instructor to see an overview of our discussion? (check all that apply) *

- Yes
- No

Would you like us to send you a copy of our session notes? (check all that apply) *

- Yes
- No