



Academic Coaching & Tutoring Appointments: Online Scheduling System

ST. VINCENT'S COLLEGE AT SACRED HEART UNIVERSITY

HOW TO REGISTER FOR AN ACCOUNT

- ▶ Visit this link:
<https://sacredheart.mywconline.com/index.php?msgLOG=YES>
- ▶ Click on “Register for an account” if it’s your first time visiting this site.

Sacred Heart University

You have successfully logged out of the system.

First visit? Register for an account.
Returning? Log in below.

EMAIL ADDRESS:

PASSWORD:

CHOOSE A SCHEDULE:
Fall 2018 ▼

Check box to **stay logged in:** ?

LOG IN

REGISTRATION

- ▶ Use your sacred heart email address
- ▶ Fill out all other fields
- ▶ To receive reminders for your appointments, check YES to all reminder options at the bottom of the page. The system will remind you for the next days appointment(s).



Create a New Account

Fill out the form below in order to create a new account on this system. Questions marked with a * are required.

Email Address:

 *

First Name:

 *

Last Name:

 *

Telephone Number:

Standing:

 *

Graduation Year:

 *

First or Home Language:

 *

LOG IN

- ▶ To log in, enter the email and password, as you set up under the registration tab
- ▶ **Under “Choose a Schedule” make sure to select SVC Semester 20XX. This will show you Academic Coaching and Tutoring appointments specifically for Saint Vincent’s students for the Saint Vincent’s campus**
- ▶ If you would like to schedule Academic Coaching and Tutoring appointments at Sacred Heart University’s main campus, select the other option.

Sacred Heart University

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PASSWORD:

CHOOSE A SCHEDULE:

Fall 2018 ▼
Fall 2018
SVC Fall 2018

logged in: ?

LOG IN

MAKE THE PROPER APPOINTMENT

- ▶ To schedule the appointment for the proper service (Academic Coaching, Math Tutoring, Nursing Tutoring, or A & P Tutoring) click on **LIMIT TO**
- ▶ Pick the proper selection for the support you need (for example: Mathematics, if you need Math Tutoring)



The screenshot shows a scheduling interface for Sacred Heart University. At the top, it says 'WELCOME, NICK' and 'September 4 - September 10 SVC Fall 2018'. Below this, there is a 'HELP?' button and a 'Limit to:' dropdown menu. The dropdown menu is open, showing options: 'Academic Coaching', '-- show all --', 'Academic Coaching', 'Anatomy and Physiology', 'Mathematics', and 'Nursing'. The 'Mathematics' option is highlighted. The main area of the interface is a calendar grid showing appointments for three days: Tuesday, Wednesday, and Thursday. Each day has a list of tutors and their availability slots. For example, on Tuesday, Boretsky, Nicholas and Stempert, Cynthia are listed. On Wednesday, Boretsky, Nicholas, Marciano, Monique, and Stempert, Cynthia are listed. On Thursday, Boretsky, Nicholas is listed. The grid shows availability slots from 7:00am to 4:00pm. At the bottom, there is a Windows taskbar with a search bar and various application icons.

MAKE AN APPOINTMENT

- ▶ To make a 30 minute appointment, click on one of the empty white squares (at a day and time that works for you.)
- ▶ You will likely see dark blue, light blue, and orange squares as well. To learn what these colors mean, hover your mouse over the HELP? Icon
- ▶ Proceed to fill out the appointment form

The screenshot shows a scheduling interface for 'SVC Fall 2018' from 'September 10 - September 16'. The user is 'NICK'. A 'HELP?' icon is highlighted, and a popup window provides instructions:

- To make an appointment**, click on a white square below.
- To modify or cancel an existing appointment**, click on the appointment below or use the "Welcome" menu above.
- To be notified of an opening in the schedule**, click on the white clock icon next to the day that you want to make an appointment.
- To attach a file to an existing appointment**, click the yellow folder icon that appears to the left, below the "Welcome" menu.

A **COLOR LEGEND:** shows four categories: 'Open' (white), 'My Appts.' (orange), 'Unavailable' (blue), and a dark blue square.

The interface also includes a 'Limit to: Mathematics' dropdown and a calendar grid with time slots from 10:00am to 3:00pm.

APPOINTMENT DETAILS

- ▶ After you click on the white square, the appointment details will pop up
- ▶ Fill out the necessary information. Please be detailed in what you would like to work on. Here, you can also change the type of appointment, or appointment time

Boretsky, Nicholas

Fill out the form below in order to save this appointment. Questions marked with a * are required.

Email: boretskyn@sacredheart.edu
Location: H101- St. Vincent
Bio/Information: Student Success Coordinator @ St. Vincent
Appointment Limits: Appointments must be between 30 minutes and 1 hour in length.

Time: **Monday, September 10:** to

Course: *

Instructor: *

What would you like to work on today? *

CANCEL AN APPOINTMENT/QUESTIONS

To cancel your appointment:

- ▶ Click the “My Appointments” link, and open up the appointment that you would like to cancel.
- ▶ Click “Cancel this appointment.”

Questions:

- ▶ If you encounter technical problems with the online scheduling system, please contact technical support via email: murtaghd61503@mail.sacredheart.edu
- ▶ If you do not find the appointment that you need, or any other questions or concerns, please contact Nick Boretsky via email: boretskyn@sacredheart.edu