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.
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).
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.
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)
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.
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.
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