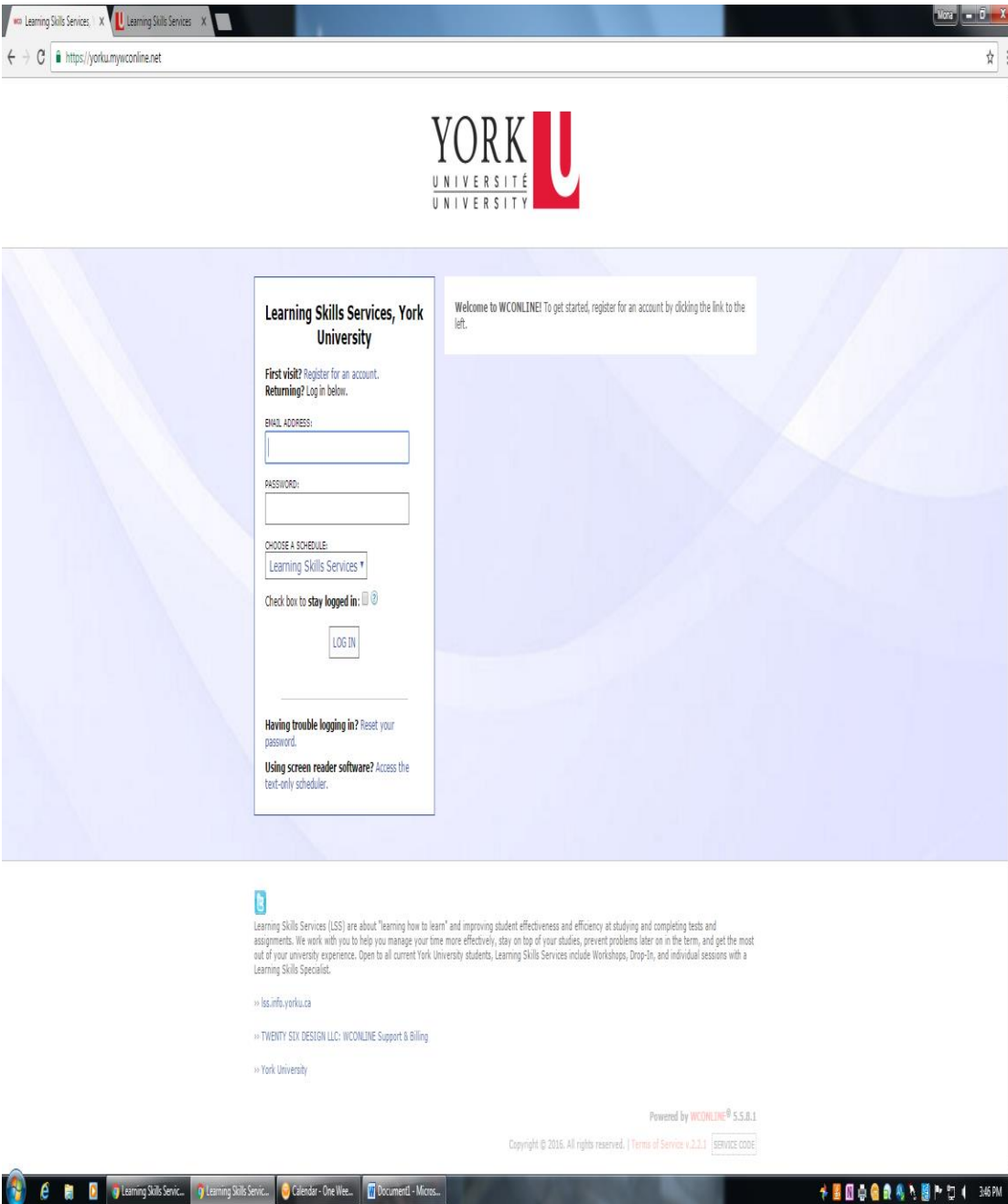


**Learning Skills Services 2017
On-Line Appointment Booking Steps**
yorku.mywconline.net

- 1) To book a one-on-one appointment to see a Learning Skills Specialist, go to: <https://yorku.mywconline.net/>. Available times are posted weekly and you may only book one appointment at a time.



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- 2) If this is your first visit, select - [Register for an account.](#)

The screenshot shows a web browser window with the URL <https://yorku.mywconline.net/register.php>. The page features the York University logo and a heading "Create a New Account". Below the heading, there is a form with the following fields:

- Email Address:
- First Name:
- Last Name:
- Student Number:
- Phone Number:
- Year of Study:
- Major or Area of Study:
- For Grad Students ONLY: Level of Study:
- For Grad Students ONLY: I'd like help with:
- Password:
- Re-Enter Password:

At the bottom of the form, there is a section for "Email Options".

- 3) Once registered, you will see available times for the next 7 days, with one of the 2 LSS Specialists (open gaps are available times*)

The screenshot shows the "Learning Skills Services" appointment booking interface. At the top, there is a navigation bar with the York University logo, the text "WELCOME, FAKEY", and the date "October 18 - October 24". Below the navigation bar, there is a "HELP?" link. The main content area displays a calendar view for the week of October 18 to 24. The calendar is organized into rows for each day, with columns for time slots from 8:30am to 5:00pm. The days shown are:

- Oct. 18: TUESDAY (Cathy Boyd-Withers)
- Oct. 19: WEDNESDAY
- Oct. 20: THURSDAY (Cathy Boyd-Withers)
- Oct. 21: FRIDAY
- Oct. 24: MONDAY (Cathy Boyd-Withers, Mona Frial-Brown)

Each day's row shows a grid of time slots. Some slots are highlighted in blue, indicating they are available for booking. The interface also includes a footer with a small "i" icon, a description of Learning Skills Services (LSS), and contact information: lss.info.yorku.ca and [York University](#).

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**Don't see an available time that works with your schedule? Check back again at the end of the week when the window opens up with new appointment times for the next week 😊*

- 4) Once a time is selected, a window will open up for you to select a time (one hour long appointments) and an area where you can type in what you'd like to work on (ie. Time Management, Exam Preparation, Presentation Skills, Academic Stress, etc).

The screenshot displays the 'Mona Frial-Brown' appointment booking page. The form is titled 'Fill out the form below in order to save this appointment. Questions marked with a * are required.' The 'Appointment Limits' section states 'Appointments must be between 0 hours and 1 hour in length.' The 'Time' section shows 'Monday, October 24' with a dropdown menu set to '10:00am' to '11:00am'. The 'What would you like to work on today?' field contains 'Time Management'. Below this is a dropdown menu for 'For Grad Students ONLY: What Phase of Your Program Are you In?' with the option '-- please select --'. At the bottom of the form are 'SAVE APPOINTMENT' and 'CLOSE WINDOW' buttons. The background shows a calendar grid with time slots from 11:00am to 5:00pm. The York University logo is prominently displayed at the top right. The footer includes the text 'Learning Skills Services (LSS) are about "learning how to learn" and improving student effectiveness and efficiency at studying and completing tests and assignments. We work with you to help you manage your time more effectively, stay on top of your studies, prevent problems later on in the term, and get the most out of your university experience. Open to all current York University students, Learning Skills Services include Workshops, Drop-In, and individual sessions with a Learning Skills Specialist.' and 'Powered by WCONLINE® 5.5.8.1 Copyright © 2016. All rights reserved. | Terms of Service v3.2.1'.

- 5) Once the appointment is saved, you should see the appointment time highlighted and you will get a confirmation email.
- 6) Please bring your course outlines and relevant course work with you to your future appointment.
- 7) Location of your appointment: Please check in with a Learning Skills Peer at the red Welcome Desk, 2nd floor of the Scott Library, at the entrance of the Learning Commons.
- 8) To cancel your appointment, please do so by going back to WC online, at least 24 hours before your booked appointment time. *Please note, we have a strict no-show policy per term as the demand for one-on-one appointments is high.*

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