



## Scheduling an Appointment with the Success Center

### Step 1:

Go to [mywco.com/philly](http://mywco.com/philly) and click  
“Register for an account.”

*\*Note: You will use a separate password for this system, not the same login information used for your WCU email, MyWCU, and D2L, so you will need to register on this specific site the first time you use the scheduling system.*

**West Chester University in Philadelphia**

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

EMAIL ADDRESS:

PASSWORD:

CHOOSE A SCHEDULE:  
Spring 2018 ▾

Check box to stay logged in:  ?

Once you’ve set up an account, you will be able to simply enter your email address and password, choose the appropriate term from the “choose a schedule” dropdown box, and click “log in.”

### Step 2:

Click in the box of the appointment time you’d like (white boxes are available times).

Hint: Click the “Help” button at the top left of the screen for instructions and a guide to the color coding,

**HELP?**

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 attach a file to an existing appointment, click the yellow folder icon that appears to the left, below the “Welcome” menu.

**COLOR LEGEND:**

Open My Appts. Unavailable

Aug. 24	12:00pm	1:00pm	2:00pm	3:00pm	4:00pm
Aug. 25	12:00pm	1:00pm	2:00pm	3:00pm	4:00pm
Aug. 26	12:00pm	1:00pm	2:00pm	3:00pm	4:00pm
Aug. 27: MONDAY	12:00pm	1:00pm	2:00pm	3:00pm	4:00pm
Benjamin Morgan					
Face-to-face or Online					
Cali Tran					
Marquetta Bond					
Virginia Carr					

### Step 3:

Confirm appointment time, select face-to-face or online appointment, fill in course/assignment information, and click “save appointment.”

West Chester University in Philadelphia - Google Chrome  
Secure | https://wcupa.mywconline.com/reserve.php?type=r&ts=1535346000&resid=8&machid=sc5b50e...&date=08-24-2018

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

Email: bmorgan@wcupa.edu  
Location: Room 03 — Academic Suite  
Bio/Information:  
Ben Morgan is the Associate Director of the Student Success Center at WCU in Philadelphia. He is available for 1-to-1 or group tutoring with students interested in improving their writing, conducting research, or developing professional materials such as resumes and personal statements.  
Appointment Limits: Appointments must be between 30 minutes and 2 hours in length.

Time: Monday, August 27: 1:30pm to 2:00pm

Meet Online? No - Meet Face-to-Face at the Center

Both Online and face-to-face appointments are available. If you choose an online appointment, log back in to this website approximately five to ten minutes before the start of your appointment. Then, open this appointment and click "Start or Join Online Consultation."

What's your program? -- please select -- \*  
Who's your professor? -- please select -- \*  
In your own words, please describe your assignment and... \*

SAVE APPOINTMENT CLOSE WINDOW

Cali Tran  
Marquetta Bond

### Step 4 (Optional):

If you'd like, click the link in your confirmation message to upload a document.

**Congratulations! You've scheduled your Success Center appointment.**

**You will receive a confirmation email and will now see your appointment time block in gold on the schedule.**

HELP?

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 attach a file to an existing appointment, click the yellow folder icon that appears to the left, below the "Welcome" menu.

COLOR LEGEND:  
Open My Appts. Unavailable

Aug. 27: MONDAY  
Benjamin Morgan  
Face-to-face or Online  
Cali Tran  
Marquetta Bond