

## ***To create a new account***

- Go to: <https://lemoyne.mywconline.com>
- Click on the link that reads "Click here to register."
- Fill in the form ("Create a New Account") and click "Register." Note your password for future reference.
- Sign in with your new account information and click "Login" to go to the tutoring schedule page.

## ***To make an appointment***

- On the tutoring schedule page, **go to the "Limit to" box and choose the subject area you want an appointment for. If the subject you need is not listed, email [tutoring@lemoyne.edu](mailto:tutoring@lemoyne.edu).**
- The resulting schedule will show the available days, times, and tutors for your subject during the current week. **White boxes indicate an available appointment. Colored boxes indicate unavailable appointments.**
- To change the week, click on "PREV WEEK" or "NEXT WEEK," located above the "Limit to" box.
- Find a time that works for you on the schedule, and click that box to make an appointment.
- Fill out the form that pops up. Note that appointments may only be made for ½ hour or 1 hour. Writing appointments are scheduled for 1 hour. Click "Save Appointment." You will get an email confirmation.

## ***To make a permanent appointment***

- If you are interested in a reoccurring, permanent appointment, please email [tutoring@lemoyne.edu](mailto:tutoring@lemoyne.edu) with your request (day, time, and tutor). Please allow up to 48 hours for a confirmation.

## ***To cancel or change an appointment***

- Log into <https://lemoyne.mywconline.com>
- Click on the colored box on the schedule where your appointment appears. (The box will be blank, but when you click on it, the pop-up will show your details.) **OR** click on the drop down "Welcome" menu on the top left and select your appointment from "My Appointments".
- Make changes and save, or cancel your appointment (must cancel a minimum of 3 hours before appointment start time) and schedule a new one. You will get email confirmations of all changes and cancellations.

**Can't find a time that works for you? Don't see the class you need help in? Stop in or contact us!**

***\*Tutoring opens the second week of classes and runs through the last day of classes.\****

**Hours: M-Th 10 a.m.-9 p.m.; Fri. 10 a.m.-4 p.m.; Sun. 3-9 p.m.**