

# How to schedule a tutoring appointment at the SSC

Tutoring Website: <https://lemoyne.mywconline.com>

## 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 welcome page.

## To make an appointment

- On the welcome page, select the "Fall 2021 Tutoring" schedule for any subject other than writing (writing tutoring can be found on its own schedule). Once on the specific 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, and can be held virtually or in-person.** 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.