



## Scheduling an Online Appointment with the Success Center

### Step 1:

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

*\*Note: This is a unique login. You may use the same login information as WCU email, MyWCU, and D2L or you may register with a different email and password. In either case, you will need to register the first time you use this scheduling system. (If you provide your cellphone number, we will text you appointment reminders and updates.)*

West Chester University  
in Philadelphia

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

Email Address

Password

AVAILABLE SCHEDULES

Fall 2020

Check box to stay logged in:

LOG IN

Having trouble logging in?  
Reset your password.

Receiving unwanted text messages?  
Remove your mobile number.

Once you’ve set up an account, you will be able to simply enter your email address and Password and click “log in.”

### Step 2:

Click in the box corresponding with your requested appointment time and staff member. Each box represents a standard 30-minute appointment. You have the option to extend this appointment time in step 3.

(White boxes are open or available times. Other colors correspond to unavailable timeslots.)

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

WELCOME, PHILLY ▾ August 24 - August 30, 2020 Fall 2020 ▾

NEXT WEEK ► 📅

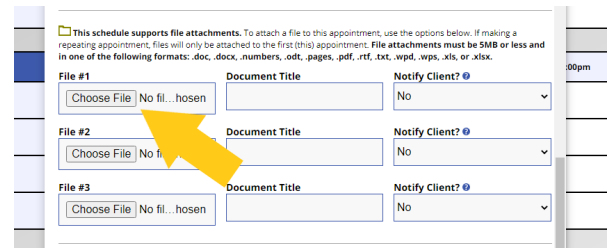
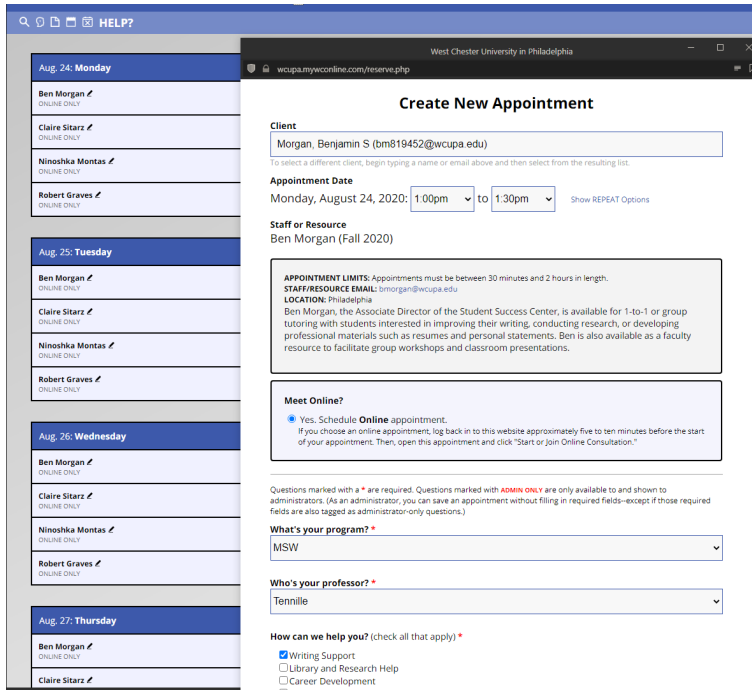
🔍 📄 📧 📞 HELP?

Aug. 24: Monday	11:00am	12:00pm	1:00pm
Ben Morgan  ONLINE ONLY			
Claire Sitarz  ONLINE ONLY			
Ninoshka Montas  ONLINE ONLY			
Robert Graves  ONLINE ONLY			

### Step 3:

In the “Create New Appointment” window, confirm your online appointment time and length, fill in course or assignment information, and click “save appointment” at the bottom.

(You may upload a draft of your assignment or project by clicking the **Choose File** button.)



### Step 4:

Congratulations! You’ve scheduled your Success Center appointment.

- At the appointed time, log in to the MyWCO schedule and click on your appointment.
- When the “View Existing Appointment” window opens, click the red link to **Start or Join Online Consultation**. A new window will open, and we’ll see you there!

