Creating an Appointment in WCOnline

**Step 1.** Create a new account by clicking “Register for an account” on the WCOnline Scheduler, if it is your first visit on https://hpa.mywconline.com/

**Step 2.** Fill out the required information and click “Complete Registration”. **Note:** Be sure to register using your CSN student email address.

**Step 3.** Enter the username and password you created in the last step.

**Step 4.** Choose an advisor / campus schedule.

**Note:** The Limited Entry Coordinator is **not** an advisor. Appointments scheduled with her are based on the information contained on her WC Online Appointment page.

**Step 5.** Click “Log in”.

Having trouble logging in? Reset your password.
**Step 6.** Look for an open appointment which is indicated by a **blank white box**.
- Please use the Calendar Display option and **not** the Appointment Search option.

If you would prefer to see the entire calendar, **view the calendar display** (or **update your ‘system preferences’** to default to the calendar display).

Appointments with advisors are generally booked about **five weeks** in advance.

**Step 8.** Fill out all the required information and click “Create Appointment”.

* Note that some appointment types require an hour-long appointment. Change the appointment length by clicking the second time drop-down and choosing one hour.

You’ve successfully made an appointment!

**Please note:** Appointments with advisors fill up quickly. New appointments open in the scheduler Monday through Thursday night at midnight unless the next day is a holiday.

For any questions, please contact us at [HealthPrograms@csn.edu](mailto:HealthPrograms@csn.edu).