Creating an Appointment in WCOnline

Step 1. Create a new account by clicking “Register for an account” on the WCOnline Scheduler. 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.

X 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”.
Step 6. Look for an open appointment which is indicated by a white box. Appointments with advisors are generally booked about five weeks in advance.

Click on the “Next Week” link at the top of the page until you find an open appointment.

You can also choose another campus or advisor by clicking on the drop-down menu.

Step 7. Click on the available appointment.

Step 8. Fill out all of 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 9PM unless the next day is a holiday.

For any questions, please contact us at HealthPrograms@csn.edu.