

## Scheduling a One-on-One Appointment with an Academic Peer Navigator

To schedule your appointment, please follow these steps:

1. **Log in to the scheduler:** Visit <https://pnn.mywconline.com> to access the scheduler

**For first-time users,** click on “Register for an Account” to create your profile.

**For returning students,** simply enter your login information to access your account.

**You will want to select the schedule of the type of Peer Navigator you are working with**

2. **Find Your Peer Navigator:** Under each day of the week, you'll see a list of available Peer Navigators, organized first by the course they specialize in, followed by their name.

Feb. 6 Thursday	6:00 am	7:00 am	8:00 am	9:00 am	10:00 am	11:00 am	12:00 pm	1:00 pm	2:00 pm	3:00 pm	4:00 pm	5:00 pm	6:00 pm	7:00 pm	8:00 pm	9:00 pm
COM 103 - Stephanie Smith ☑																
ENG 102 - Lindsay Williams ☑																
ENG 240 - Reece Johnson ☑																
ILR 260 - Nicole Thomas ☑																

You can also use the "Display Options" dropdown menu to search for your assigned Academic Peer Navigator directly.

3. **Select Available Time:** Choose an available time by clicking on a white box. Appointments are typically 15 minutes but can be extended to 30 minutes. **Please note:** The scheduler operates in Pacific Time.

Feb. 7: Friday	6:00 am	7:00 am	8:00 am	9:00 am	10:00 am	11:00 am	12:00 pm	1:00 pm
ILR 260 - Camille Carter ☑								

4. **Complete the Appointment Form:** Once you select a time, a form will open. Fill in the required information.

### Appointment Details

Questions marked with a \* are required. Questions marked with **ADMIN ONLY** are only available to and shown to administrators. (As an administrator, you can save an appointment without filling in required fields--except if those required fields are also tagged as administrator-only questions.)

Course Name \*

Course Number \*

Student ID Number \*

Main reason for booking an appointment today \*

5. **Create the Appointment:** Scroll to the bottom of the form and click “Create Appointment.”



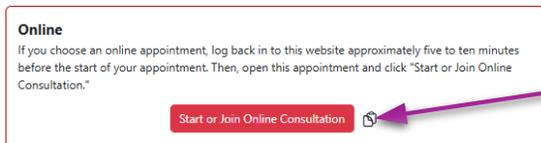
6. **Confirmation Message:** You will receive a confirmation message once your appointment is successfully scheduled

The appointment was saved successfully. Continue working with the appointment below or close this window if finished.

## Joining Your Online Appointment

Online appointments are conducted in real-time. You will join your appointment at the scheduled time and interact with your Peer Navigator using Zoom.

1. **Log In:** A few minutes before your scheduled time, log into WCONLINE and locate your appointment.
2. **Click on Your Appointment:** A few minutes before your scheduled time, log into WCONLINE and locate your appointment. Your appointment time block will be highlighted in gold. Click on it to open a new window with your appointment details.
3. **Start the Consultation:** In the appointment window, click on “**Start or Join Online Consultation**” to begin your Zoom meeting with the Peer Navigator. This will open Zoom either in your browser or desktop application



4. **Wait for Admissions:** Once in the Zoom call, please wait for the Peer Navigator to allow you into the meeting.