Here are some easy steps on how you can make an appointment with a study skills consultant:

1. Visit: [https://rochester.mywconline.com](https://rochester.mywconline.com)
2. Choose the Study Skills Consulting (circled in red in the screenshot image below)

   - If you have a profile for the CETL tutoring, use that log in information to enter the schedule. If you do not have an account, please register for one.
3. You will then find the schedules of our three Study Skills Consultants (Ali, Ashley, and Weijia) and their open availabilities.

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<tr>
<th>Mar. 12: Thursday</th>
<th>9:00am</th>
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<th>Mar. 13: Friday</th>
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<th>Mar. 18: Wednesday</th>
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4. To make an appointment:
   a. Choose an open white square (circled in red above) in the date/time that works for you. A window will open up, please make sure your name, email, time, and date are correct. Then fill out the two questions below and confirm.

```
Create New Appointment

Client
CETL, SSC Admin (cetlcounselor@ur.rochester.edu)

To select a different client, begin typing a name or email above and then select from the resulting list.

Appointment Date
Friday, March 13, 2020: 12:00pm to 1:00pm

Staff or Resource
Ashley Joseph (Study Skill Consulting)

APPOINTMENT LIMITS: Appointments must be between 30 minutes and 1 hour in length.
STAFF/RESOURCE EMAIL: ajose15@ur.rochester.edu

What do you need help with? (check all that apply) *
- General Study Support
- Test Preparation
- Time Management
- Test Anxiety
- Other
- All of the Above

Please check any of the following that apply: (check all that apply) *
- ECO
- HEOP
- NROTC
- CMSA
- POSSE Scholar
- KEARNS
- N/A
```

5. When you have successfully made an appointment, the system will show your appointment in royal blue (circled in green above) and send you an email confirmation.

All appointments will be held virtually via Zoom:

1. Make sure you have Zoom downloaded. You can do so by going to https://rochester.zoom.us/ and clicking the download link at the bottom of the screen.
   a. Note: We highly suggest familiarizing yourself with the software prior to your session. Tutorials are available here: https://tech.rochester.edu/zoom-tutorials/. While the link you receive from the Study Skills Consultant (see below) will enter you into the meeting, it is helpful to have already tested your audio and/or video prior to the appointment.
2. Your Study Skills Consultant will send you an invitation to Zoom and the email will look like this:

Momickowski, Melissa

MELISSA BRIDGES is inviting you to a scheduled Zoom meeting.

Topic: CETL Study Skills Appointment with [Consultant Name]
Time: Mar 18, 2020 12:00 PM Eastern Time (US and Canada)

Join Zoom Meeting
https://rochester.zoom.us/j/08826839

Meeting ID: 988 284 193

One tap mobile
+1 646 876 9923 US (New York)
+1 312 262 5799 US (Chicago)
+1 669 900 6893 US (San Jose)
+1 553 884 3592 US (Chicago)

Dial by your location
+1 646 876 9923 US (New York)
+1 312 262 5799 US (Chicago)
+1 669 900 6893 US (San Jose)
+1 553 884 3592 US

Meeting ID: 988 284 193

Find your local number: https://rochester.zoom.us/u/agvCNo0VvN

Join by SIP
988284193@zoom.us

If you do receive anything from them, you should email cetlcounselor@ur.rochester.edu.

3. Copy and paste the Zoom Meeting link into an internet browser to launch the Zoom meeting. You’ll need to click on ‘Open zoom.us.app’ to access the meeting. You will see your Study Skills Consultant in the meeting as soon as they join.
4. Click ‘Join with Computer Audio’ or test your speaker and mic. You may also use the audio and video options at the left-hand side of the bottom menu panel to adjust or turn off your video/audio. Your Study Skills Consultant needs to be able to hear and speak to you. There is also a chat box in the middle of the panel in case you are having technical difficulties.

Questions/concerns? Email cetlcounselor@ur.rochester.edu.