Scheduling an in-person appointment with Writing, Reading, Speech Assistance (WRSA) is easy. Just follow the prompts.

1) Click www.cod.mywconline.com to create an online coaching appointment.

2) Click “Register for an account” and fill in the required fields on the next screen. (You will need to use your COD email address and create a password of your choice 10 characters or more.)

3) Click “Complete Registration” at the bottom of the page.
4) Log in to the system using your COD email address and password.

5) Once logged in, the screen will look like this:

Note: The white squares are empty and can be reserved. Each appointment defaults to 45 minutes, which will fill three, fifteen-minute blocks. You can make appointments on the hour or half hour, for 45 minutes at a time, by clicking on an empty, white square under your desired time of day. If you would like to make an appointment at 2pm on Monday, for example, choose a coach from the list, and follow the squares over to 2pm. Clicking on the empty, white square will allow you to make an appointment with the coach you have selected.

6) Clicking on a white square will get you to an appointment screen that looks like this:
Note: The face-to-face option is the default setting for appointments.

7) Fill in the required fields marked with an asterisk (*).

8) At the bottom of the appointment box, click “Create Appointment.”
Note: Once you click “Create Appointment,” your appointment will be scheduled and will appear as a gold box on the schedule (see below).
We have three locations to serve you.

You can also set in-person appointments with coaches in TEC 1016B and PEC 120.

1) Access the system by logging in here.
2) Click on the pulldown at the top of the schedule screen. You can choose either location: PEC 120 or TEC 1016B.

Note: Students are allowed to schedule **one** appointment per day at the PE and West Campus locations. The schedules look a little different, but function the same. The white squares are empty and can be reserved. Each appointment defaults to 45 minutes, which will fill three, fifteen-minute blocks. You can make appointments on the hour or half hour, for 45 minutes at a time, by clicking on an empty, white square under your desired time of day. You can arrange to see a coach, in person, at the PE building by selecting “Athletics PE 120” from the dropdown menu.
3) Click on an unclaimed white square and fill in the required (*) fields.

4) Click “Create Appointment” to set your time.

5) Once set, your appointment will appear in gold. Go to the PE building and find your coach in PEC 120. It is located under the stairs on the ground floor. Look for the WRSA sign.
6) Similarly, you can arrange to see a coach in person at the TEC building at the West Campus. Choose “West Campus TEC 1016” from the pulldown menu.

Note: The menu functions the same way as in our other examples. You can choose a time and coach. The white squares are empty and can be reserved. Each appointment defaults to 45 minutes, which will fill three, fifteen-minute blocks. You can make appointments on the hour or half hour, for 45 minutes at a time, by clicking on an empty, white square under your desired time of day.

7) Select a white box at your desired time and create an appointment, filling in the required fields.
8) Once set, the appointment will appear in gold. Head in to the TEC building for your appointment. The West Campus location is on the ground floor of the TEC, near the stairs.

Please call 630-942-3355 for assistance. We are happy to support your efforts!