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

1) Click [www.cod.mywconline.com](http://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:

![Appointment Screen]

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. If you need help understanding the system, please call 630-942-3355.

6) Clicking on a white square will get you to an appointment screen that looks like this:

![Appointment Screen]

Note: The face-to-face option is the default setting for appointments.

7) Choose “Yes, Schedule Online appointment.”
8) Fill in the required fields marked with an asterisk (*).

9) 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).

Once your appointment is set, and the time comes to keep it,

10) When it is time to access your online appointment, open the system and click on the gold box on the schedule. You will then see the online appointment screen.
11) Click the red link “Start or Join Online Consultation” and enter the online module (below).

Note: This screen functions like Facetime or Skype. Images of you and the coach will appear on the left side of the screen. You can upload a document, which can be seen by both parties, by clicking on the arrows buttons. You and your coach can see your work at the same time and see changes happen in real time.
A smaller window will pop up in the upper left-hand corner asking you “to use your camera and microphone.” Click “Allow.” After clicking on “Allow,” you should see yourself in a small video box in the upper left-hand corner of the online appointment window. You should also see the coach in a second video box just below your video box because the coach has followed the same procedure. Make sure the volume is turned up by clicking on the volume icon in the lower right-hand corner of the computer screen.

You can also set appointments to see coaches in person or online at our West Campus location. The system registration steps are the same, but you would use a different schedule option for this group of coaches. To schedule a face-to-face or online appointment with our West Campus coaches, follow the steps below.

1) Scroll to the top of the page. There will be a pull down menu you can activate by clicking here.

2) Choose the “West Campus” option.
3) Choose the time and coach you would like to see the same way as the previous steps, selecting the “Yes, Schedule Online Appointment” option, and the session is conducted exactly the same way.

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