

# Create an Account:

To access the appointment booking system, you will need to register your account the first time you log into the system. All accounts are tied to your mytwu.ca email accounts.

### Create a New Account

Fill out the form below in order to create a new account on this system. Questions marked with a \* are required.

Email Address:	graeme.geddes@mytwu.ca
First Name:	<input type="text"/> *
Last Name:	<input type="text"/> *
Telephone Number:	<input type="text"/>
Standing:	-- please select -- *
Graduation Year:	-- please select -- *
First or Home Language:	-- please select -- *
Major:	<input type="text"/> *
Student ID:	<input type="text"/> *

#### Email Options

Send an Email:	When I make an appointment.	<input type="text" value="Yes"/>
	When I modify an appointment.	<input type="text" value="Yes"/>
	When I delete an appointment.	<input type="text" value="Yes"/>
	When an announcement or mass email is sent.	<input type="text" value="Yes"/>
	To remind me of my upcoming appointment.	<input type="text" value="Yes"/>
Include iCal Link? <a href="#">?</a>		<input type="text" value="No"/>

#### Text Message Options:

You have the **option** of receiving appointment reminders and waiting list "appointment available" notices via text message instead of via email. If you would prefer to receive text message notices, enter your ten-digit cell phone number and select your carrier below.

**Charges may be incurred by sending text messages to your cell phone.** You are agreeing to be responsible for such charges by using this optional feature.

CELL PHONE NUMBER (TEN DIGITS, NUMBERS ONLY):

CELL PHONE CARRIER:

After this registration form, a confirmation page will pop up. Go through the “click here” link to access the schedule.



## Registration is Complete!

**Thank you for registering for an account.** Your registration is complete.

The next time that you log in, you'll be taken to the schedule immediately. To continue, [click here](#).





If you need help, hover over the HELP? tab in the top left corner.

The screenshot shows a user interface for a scheduling system. At the top, it says "WELCOME, GRAEME" with a dropdown arrow and "October 20" with navigation options "PREV WEEK" and "NEXT WEEK". Below this is a "HELP?" tab with a folder icon. A tooltip is displayed over the "HELP?" tab, containing the following instructions:

- To make an appointment,** click on a white square below.
- To modify or cancel an existing appointment,** click on the appointment below or use the "Welcome" menu above.
- To be notified of an opening in the schedule,** click on the white clock icon next to the day that you want to make an appointment.
- To attach a file to an existing appointment,** click the yellow folder icon that appears to the left, below the "Welcome" menu.

Below the tooltip is a "COLOR LEGEND:" section with three colored boxes: "Open" (white), "My Appts." (yellow), and "Unavailable" (blue).

The background of the interface shows a calendar view for October with names listed: Hannah, Matthew, Sabine, Leanne, and Matthew. A yellow folder icon is visible to the left of the calendar.

To make the appointment, confirm the date and time and fill out the required information.

**Hannah Flink**

Fill out the form below in order to save this appointment. Questions marked with a \* are required.

**Appointment Limits:** Appointments must be 30 minutes in length.

**Time:** Friday, October 20: 11:30am to 12:00pm

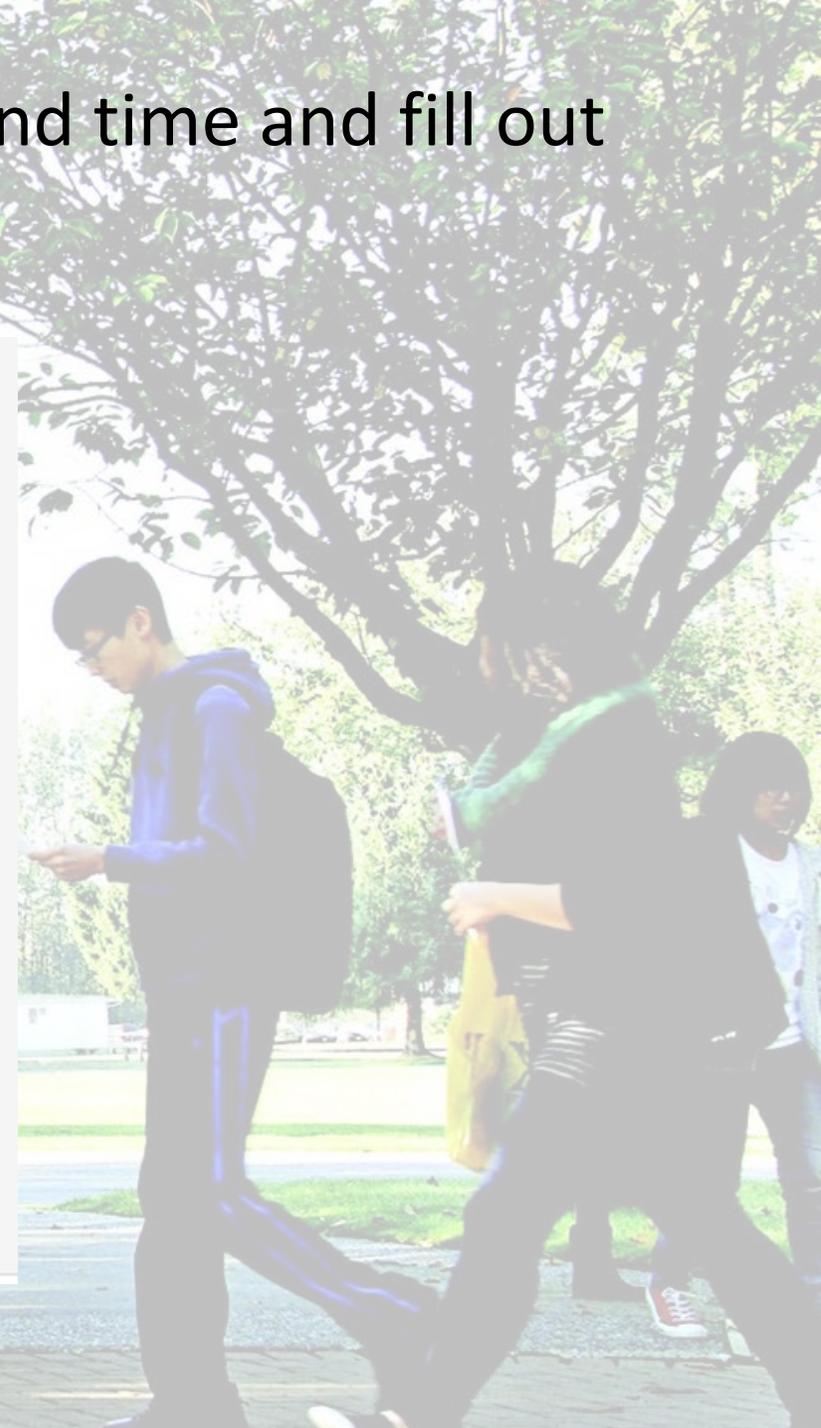
**Course:** -- please select -- \*

**Instructor:** \_\_\_\_\_ \*

**Type of Assignment :** \_\_\_\_\_ \*

**Have you worked on this assignment with a Writing Centre Coach before?** -- please select -- \*

**What would you like to work on today?** \_\_\_\_\_ \*



This will lead to the confirmation screen. Email and/or text reminders will follow according to your registration preferences.

**Success!**

Your appointment was successfully added on the following date: October 20, 2017.

If you would like to **attach a file** to this appointment, [click here](#).

CLOSE WINDOW

