

UCCS Excel Communication Center

Five Steps to Reschedule an Appointment

NOTE: Students must reschedule appointments at least 24-hrs before the scheduled time.

FIRST: Login to your Comm Center WOnline account at <https://uccs.mywonline.net>. Check the schedule to ensure the correct length appointments (30 or 60 minutes) are available on the month, day/date, and times for which you want to reschedule.

SECOND: Check the schedule on the date(s) for which you would like to reschedule.

Make note of all the following:

1. All open appointment times
2. The names of the tutors with those open appointment times

THIRD (Pic 1): Click on the yellow appointment you want to reschedule. **(Pic 2)** If needed, use the information you noted to change the appointment time at the top.

FOURTH: (Pic 2) In the pop-out, scroll down and click the blue "Edit Appointment" box. **(Pic 3)** Then scroll down again to the pin "Administrative Options" section and click "MOVE APPT".

FIFTH: (Pic 4) Using the information you noted for available tutors, select your tutor from the drop-down box. Then click the calendar icon and select the date you pre-determined. You have now set the time, tutor, day, and date for your new appointment. **(Pic 4)** Lastly, scroll down and click the blue "Save Changes" box.

SEP 18 Wednesday	9:00am	10:00am	11:00am	12:00pm	1:00pm	2:00pm	3:00pm	4:00pm	5:00pm
(A)Student Ngrtindy									
(A)Kerndi									
(A)Bleghant L									
(Admin)Bethany									
(Admin)Paige									
Amber									
Dominique									
Leslie									
Matthew									
Meagan									
Nash									
Nathan									
Virtual Interview Room 39A-WWeb01									
Virtual Interview Room 312B-WWeb02									
Virtual Interview Room 312C-WWeb03									

This schedule supports file attachments. To attach a file to this appointment, click 'Edit' below.

CLOSE WINDOW EDIT APPOINTMENT

Email client cancellation notice?

File #3 No fil...hosen Document Title Notify Client? No

ADMINISTRATIVE OPTIONS
Walk-In/Drop-In | Missed | Placeholder | Email Client? | **MOVE APPT**

SAVE CHANGES CLOSE WINDOW RETURN TO OVERVIEW

ADMINISTRATIVE OPTIONS
Walk-In/Drop-In | Missed | Placeholder | Email Client? | **MOVE APPT**

Move this appointment to on

SAVE CHANGES CLOSE WINDOW RETURN TO OVERVIEW

File #2 No fil...hosen Document Title Notify Client? No

File #3 No fil...hosen Document Title

Feb 2022

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

ADMINISTRATIVE OPTIONS
Walk-In/Drop-In | Missed | Placeholder | Email Client? | **MOVE APPT**

Move this appointment to (Admin) Christian on

SAVE CHANGES CLOSE WINDOW RETURN TO OVERVIEW