

# UCCS Excel Communication Center Setting up Repeating Appointments

The UCCS Excel Communication Center online scheduler is located at <https://uccs.mywconline.net>.

If you do not have a profile with the Excel Communication Center, you will need to make one. BEFORE SIGNING IN, please take a minute to carefully read the information on the right side of the sign-in screen.

**FIRST:** Select a block of time (white blocks are available times). Click on the **first** white block. A pop-up box will open.

**SECOND:** Complete all drop down boxes for appointment details as desired. Then Click on **“Show REPEAT Options”** on the right side of the **“Appointment Date”** information.

**THIRD:** Fill out the drop down boxes for **how often**, **repeating every week or day**, and **when to end the repeating appointments**.

**FOURTH:** Double check all information is correct and click **“Create Appointment”** to save all appointment details.

Upon successful completion of scheduling an appointment you will receive a confirmation email. **Please read it** 😊

## Create New Appointment

**Client**  
cec, cec (cec@uccs.edu)

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

**Appointment Date**  
Monday, February 28, 2022: 11:00am to 11:30am

Repeat every 1 -- select -- until --select end date--

Show REPEAT Options

**Create New Appointment**

**Client**  
cec, cec (cec@uccs.edu)

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

**Appointment Date**  
Monday, February 28, 2022: 11:00am to 11:30am

Repeat every 1 -- select -- until --select end date--

Show REPEAT Options

**Staff or Resource**  
(Admin) Christian (Spring 2022)

APPOINTMENT LIMITS: Appointments must be between 30 minutes and 1 hour in length. Christian is a freshman at UCCS, majoring in Health and Wellness Promotion. He's the Student Manager at the Excel Communication Center and enjoys helping others learn to express themselves. His hobbies include watching sports, exercising, video games and listening to music.

Repeat every 1 -- select -- until --select end date--

day(s) week(s)

**Create New Appointment**

**Client**  
cec, cec (cec@uccs.edu)

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

**Appointment Date**  
Monday, February 28, 2022: 11:00am to 11:30am

Repeat every 1 -- select -- until Mar 24, 2022

Show REPEAT Options

**Staff or Resource**  
(Admin) Christian (Spring 2022)

APPOINTMENT LIMITS: Appointments must be between 30 minutes and 1 hour in length. Christian is a freshman at UCCS, majoring in Health and Wellness Promotion. He's the Student Manager at the Excel Communication Center and enjoys helping others learn to express themselves. His hobbies include watching sports, exercising, video games and listening to music.

Su Mo Tu We Th Fr Sa  
6 7 8 9 10 11 12  
13 14 15 16 17 18 19  
20 21 22 23 24 25 26  
27 28 29 30 31

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

CREATE APPOINTMENT