

UCCS Excel Communication Center

Quick Steps to Schedule a Group Facilitation

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 60-minute block of time (two white blocks next to each other on the same day, with the same tutor).

Click on the **first** white block. A pop-up box will open.

SECOND: Within the pop-up box, use the drop-down at the top to change the appointment **end time** to reflect a 60-minute appointment.

THIRD: Continue completing the additional drop-down boxes. At "Service Needed" select **In-Person OR Virtual Group Facilitation (1 hour)**.

FOURTH: In the "Useful Comments" type "Class Name, Instructor Name, Does the appointment need to be recorded? Etc."

LASTLY: Click the "Create Appointment" button at the bottom.

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