

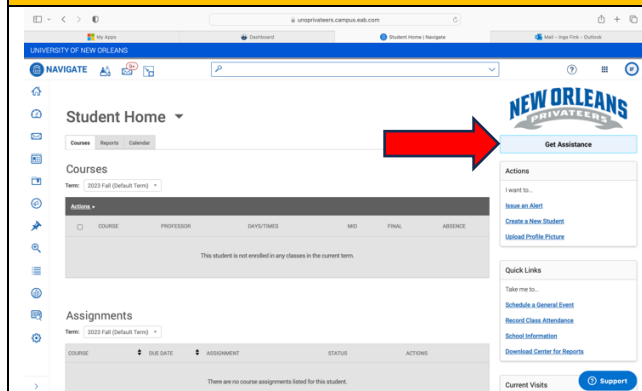
HOW TO MAKE AN APPOINTMENT WITH A WRITING COACH

STEP 1

<https://unoprivateers.campus.eab.com/home/student>

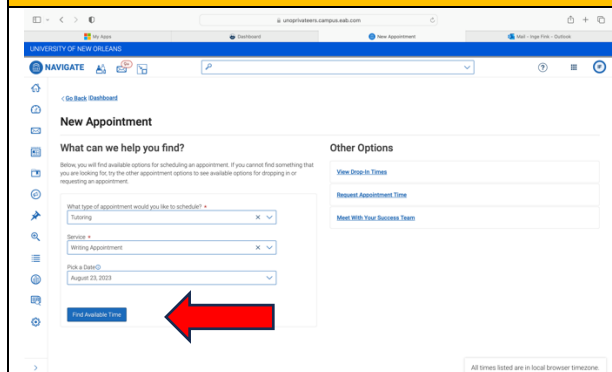
Click the above link to access the “Privateer Success” app on the UNO webpage. You can also login through myapps.uno.edu and click on the Privateer Success tile.

STEP 2



Click on “Get Assistance.”

STEP 3

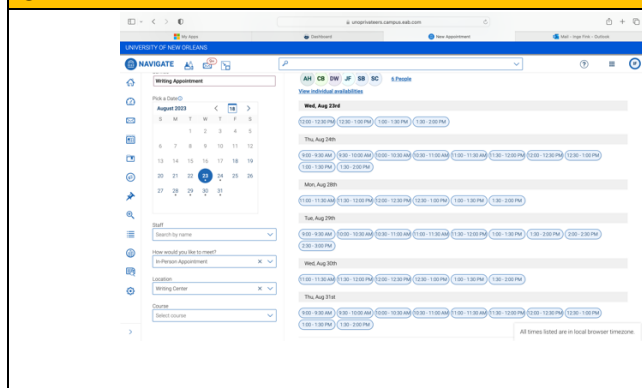


In the window that opens, choose the following options:

- **What type of appointment would you like to schedule?**
Tutoring
- **Service:**
Writing Appointment
- **Pick a Date:**
Click the down arrow to open the **calendar**.

Then click “Find Available Time” (see red arrow)

STEP 4



- **Staff:**
If you want to work with a specific writing coach, you can choose his/her in this box (if you do not have a preference, leave it blank)
- **How would you like to meet?**
Important: You must choose between “in-person appointment” and “Zoom appointment”!
- **Location:**
Writing Center
- **Course:**
(does not apply; leave box blank)

Now click on one of the available time slots.

STEP 5

Review Appointment Details and Confirm

The top half of the page shows the details for the appointment you have made, along with a message from the writing coach you will meet with. This message contains the **room number of the Writing Center** (for in-person appointments) and the **link to the coach's Zoom room** (for Zoom appointments).

You will receive an email reminder with the same information!

Scroll down to the bottom of the page.

Important: In the box “Would you like to share anything else?” please include the following information:

- **What class are you writing the paper for?**
- **Who is your professor?**
- **What is the assignment?** (Describe it briefly here and bring the actual assignment to the appointment with you. The more the writing coach knows what your professor wants you to do, the better he/she can help you get there.)
- **Where are you in the process of writing this paper?**

To book the appointment, click “Schedule” at the bottom.

You will receive a confirmation email with all the appointment information and a message from your writing coach.

Organizer	Location
Dawn Wingrove	Writing Center
Meeting Type	Date of Appointment
Zoom Appointment	08/21/2023
Cancel/Reschedule Appointment:	Time
Cancel Appointment	1:00pm - 1:30pm CT

If you need to cancel the appointment, scroll to the bottom of the email to find the cancellation link.