Sign-up
Click on the blue sign-up button at nps.edu/web/gwc to create your account and access WCOnline.

Choose real-time or async schedule
Use the drop-down menu at the top of WCOnline to navigate to our different schedules.

Find an open appointment
Navigate to when you want an appointment. White cells are available times; light blue are already reserved.

Virtual or in-person coaching
If a coach's name says [virtual], they can only meet over Zoom, Teams, or phone.
All other coaches can meet virtually or in person. State your preference in the appointment form.

Complete the appointment form
Tell your coach what you are working on and what you would like feedback on.
Be sure to include how you plan to meet your coach.

Email your coach
If you have a draft ready, email your coach a copy 24 hours before your real-time session or 48 hours before an async session. Send the prompt, too.
Your coach's email is at the top of the appointment form.