1. Access the online schedule at: [https://bellevue.mywconline.com](https://bellevue.mywconline.com) select “Click here to register”.

2. Complete the form and then select “REGISTER”  
   Note: You must use your @my365.bellevue.edu email to register.
3. Return to the log-in page. Log-in and then select from the drop down menu the applicable schedule.

4. Use the dropdown menu “Limit to:” to determine which tutor is able to assist you. Only the tutors qualified to tutor specific courses will appear.

5. White squares indicate the tutor is available. Select the time you would like to meet and then complete the appointment reservation form.

Please note: Appointments must be cancelled at least two hours prior to the appointment time. Less than two hours will result in an automatic “no-show”. The system will lock you out once your records indicate two “no-shows” associated with your name.