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.

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