New CUSP WC Online Appointment System

Before making your first appointment to meet with a CUSP staff member, you must register yourself in the WC Online Appointment system. Please note that all university departments have separate WC Online systems; therefore, if you have not previously registered with the CUSP scheduling system, you will need to set up an account. We encourage you to register and make your appointments at your convenience from your home or other available computers. The CUSP Office may be busy and you may have to wait to use a computer in the office. However, if you are having difficulty registering in the WC system or making an appointment, please stop by the office and someone will assist you.

Registering in CUSP WC Online – Use UW Email Address Only

1. Click on the ‘Make an Appointment’ button on the CUSP web page, or go to [http://cusp.mywconline.com/](http://cusp.mywconline.com/).
2. At the top of the Log In box, look for ‘First visit? Click here to register’.
3. The system will ask a series of questions. You must use your @UW.edu email address and student number.
4. When the form is complete, click on ‘Register’.

Making an Appointment in WC Online

1. Click on the ‘Make an Appointment’ button on the CUSP web page, or go to [http://cusp.mywconline.com/](http://cusp.mywconline.com/).
2. Once you have logged in, be sure to select the correct schedule at the top of the calendar page.
   a. If you are scheduling an appointment with an advisor, select Academic Advising
   b. If you are scheduling an appointment with Susan Vinson, select Student Success Services
3. Find a date and time that works for you (open appointment times are in white). Double click on the space and complete the requested/required information.
4. Click ‘Save Appointment’ at the bottom of the screen.
5. You will receive a “Success! Your appointment was successfully added for the following date:” message if you have properly set up your appointment and you will receive an email message with your confirmation.

If you have any questions or problems, please contact the CUSP Office at 425-352-3427.

Changing an Appointment

1. Click on the ‘Make an Appointment’ button on the CUSP web page, or go to [http://cusp.mywconline.com/](http://cusp.mywconline.com/).
2. Once you have logged in, be sure to select the correct schedule at the top of the calendar page.
   a. If you are scheduling an appointment with an advisor, select Academic Advising
   b. If you are scheduling an appointment with Susan Vinson, select Student Success Services
3. Select/open your currently scheduled appointment date and time, select/enter a new time, and click on ‘Save Changes’ at the bottom of the screen.
4. You will receive a “Success! Your appointment was successfully modified for the following date:” message if you have properly changed your appointment and you will receive an email message.

If you have any questions or problems, please contact the CUSP Office at 425-352-3427.

Canceling an Appointment

**Note: Appointments cannot be cancelled the day of your appointment in WC Online. You must call the office to cancel your appointment. If you fail to cancel an appointment and do not show up, three no shows will result in the loss of your ability to schedule appointments online!**

1. Click on the ‘Make an Appointment’ button on the CUSP web page, or go to http://cusp.mywconline.com/. 
2. Once you have logged in, be sure to select the correct schedule at the top of the calendar page.
   a. If you are scheduling an appointment with an advisor, select Academic Advising
   b. If you are scheduling an appointment with Susan Vinson, select Student Success Services
3. Select your appointment time and click on ‘Cancel this Appointment’ at the bottom of the screen.
4. You will receive a “Success! Your appointment was successfully deleted:” message if you have properly deleted your appointment and you will receive an email message.

If you have any questions or problems, please contact the CUSP Office at 425-352-3427.

Forgot Your Password?

1. Click on the ‘Make an Appointment’ button on the CUSP web page, or go to http://cusp.mywconline.com/
2. At the bottom of the Log In box, look for ‘Having trouble logging in? Click here to reset your password’.
3. Enter your UW email address and click ‘Change Password’.