# How to Make a Writing Center Tutoring Appointment Using WCOnline

The Writing Center is using a new, easy-to-use scheduling system to book appointments with our tutors. Below is a step-by-step guide on how to use our new system!

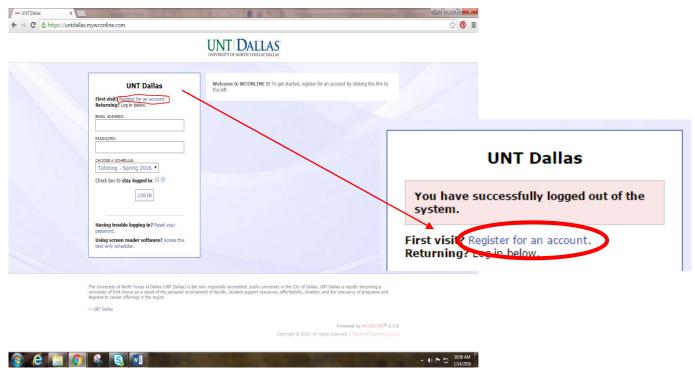
### WE WILL NO LONGER BE SCHEDULING APPOINTENTS THROUGH GRADESFIRST!!

1. Click the link on our Writing Center homepage, or type <a href="https://untdallas.mywconline.com/">https://untdallas.mywconline.com/</a>



2. On the welcome page, click "*REGISTER FOR AN ACCOUNT*" inside the UNT Dallas box if you are a first-time user.

<u>NOTE:</u> You MUST register for an account to schedule an appointment if you are logging in for the first time.



#### \*\*\*\*NOTE FOR SCHEDULING NEXT APPOINTMENT:

You will only have to create an account ONCE. After your account has been created, you will be able to log in automatically with the password and email address you used to create the account.

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	UNT Dallas	Welcome to WCONLINE 51 To get started, register for an account by clicking the link to the left.		
	Pirst visit address for an account. Returning? Log in ballow. PMQL ADDRESS			
	FASSWORD:			EMAIL ADDRESS:
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**3.** Once you are in the "Create a New Account" page, fill out the short questionnaire to create your account. You will be able to create your own unique password. You will only have to complete this questionnaire once.

**NOTE:** You must enter your First and Last Name as indicated in all your formal UNT Dallas accounts (i.e. myUNTDallas account).

-<u>NOTE</u>: We suggest you create an account with an **email address you check REGULARLY**. It can be a personal OR UNT Dallas email account.

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	Fill out the form below in order to create	Create a New Account	
	Email Address:	a new account on one system. Questions marked white a lare required.	
	First Name:	*	
	Last Name:	*	
	Telephone Number :	*	
	Standing/Classification: Graduation Year:	please select  *	
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	First or Home Language:	please select •	
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4. After all blanks are filled in, click Register at the bottom of the page.

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C 🔒 https://untdallas.mywconline.com	m/register.php		☆ 💿 =
	First or Home Language:	please select •	
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	Password		
	Password:	*	
	Re-Enter Password:	*	
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	Send an Email:	When I make an appointment.     Yes •       When I modify an appointment.     Yes •       When I delete an appointment.     Yes •	REGISTER CANCEL
		When an announcement or mass email is sent. To remind me of my upcoming appointment. Yes T	
		REGISTER	
sity of North Texas at Dallas (UNT Dallas) is t sources, affordability, location, and the releva	the only regionally accredited, public uni ancy of programs and degrees to career	iversity in the City of Dallas. UNT-Dallas is rapidly becoming a university of first ch offerings in the region.	voice as a result of the personal involvement of faculty, student
las			
			Powered by WCONLINE® 5.5.8
			pyright © 2016. All rights reserved.   Terms of Service v.2.2.1
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5. After registering, the welcome page should look like this. This is what you will see every time you log in to create an appointment with the Writing Center.

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To create an appointment:

• Choose the day and time of your choice. The current day will always appear at the very top. If your appointment is for another week, you can click on NEXT WEEK (located at the top of the page), or the calendar icon to display a new week.



• You can also create appointments with specific tutors. The names of the tutors available for a specific date are also shown in the scheduling system.

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• Find a "white box" under your desired day and time. "White boxes" indicate available tutoring times, while "purple" and "blue" boxes indicate times that tutors are NOT available for tutoring. Click the time that's available with your preferred tutor.

After selecting your time, a new window should pop up that looks like this—it will ask you a few <u>questions</u> about the assignment/paper you will be working on during your appointment. Once you've filled out the short form, hit "SAVE APPOINTMENT".

UNT Dallas - Google Chr			date=01-1					
Fill out the for	nywconline.com/reserve.php?type=r&ts=1452747600&resi Angela m below in order to save this appointment. Questions marked with a * a ts: Appointments must be 1 hour in length.	AL	LAS <sup>®</sup>	+-2010				¥ <b>9</b>
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Course: Instructor:		*						
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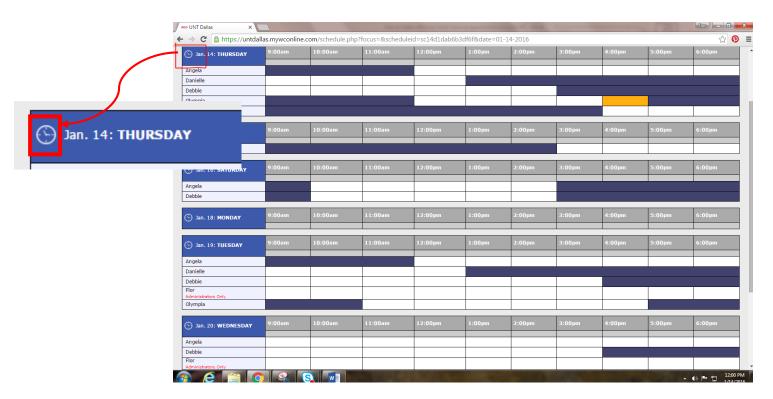
Your appointment WILL NOT BE SAVED/BOOKED until you save the appointment.

7. Your Writing Center appointment confirmation will look like this if your appointment was successfully created. In addition, your appointment time will show up as a **"yellow box"** on your schedule. You will also receive an email and a text message confirming your appointment.

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f you would like to attach a file to this appointment, click here.		016 🔻					
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### JOINING A "WAIT LIST" ON WCONLINE

If the appointment time you would like is unavailable, you can now sign up for a **WAIT LIST** and be notified if appointments on a specific day (and/or time) open up. HOWEVER, this does not guarantee that you will get the appointment. To sign up for the wait list, search for a small "clock" next to the date and day you want to be added for the Wait List.



After you click on the clock, a new window will open. Be sure to select if you want to notified for all available times or specific times. You can also be notified if an opening with a specific tutor becomes available. Once you complete the questions, hit "JOIN THE WAITING LIST".

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		The waiting list allow	-					
		you've signed up for the	e waiting list, you'll re	eceive notice when a	an appointment ope	ns and		
		then can log in to reser- fill out the form below.	ve that newly opened	d appointment. To jo	oin the waiting list, s	amply		
						ann -		
		Specific staff or resources only?	No. Notify m	e of all openings	•			
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		At specific times only?	all start ti	mes 🔹 a	all end times	*		
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		address, update yo	our profile using t	he option at the t	top of the			
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## How to Cancel a Writing Center Tutoring Appointment

8. If you need to cancel your Writing Center appointment, click on your appointment **(look for a "yellow box")** and a new window should pop up. Click CANCEL THIS APPOINTMENT on the new window.

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Use the form below	<b>Olympia</b> It to modify, view, or cancel this appointment. Questions marked wit	th a * are required.	ALLAS H TEXAS AT DALLA	s				
Appointment Limit	s: Appointments must be 1 hour in length.		016 -					
Time:	Thursday, January 14: 4:00pm • to 5:00pm Greated: Jan. 14, 2016 (12:50 pm) by Flor Castro.	•						
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Course:								
instructor:								
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To make sure your appointment was canceled, a new window should pop up stating, "Your appointment was successfully deleted".

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Your appointment was successfully deleted.							
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