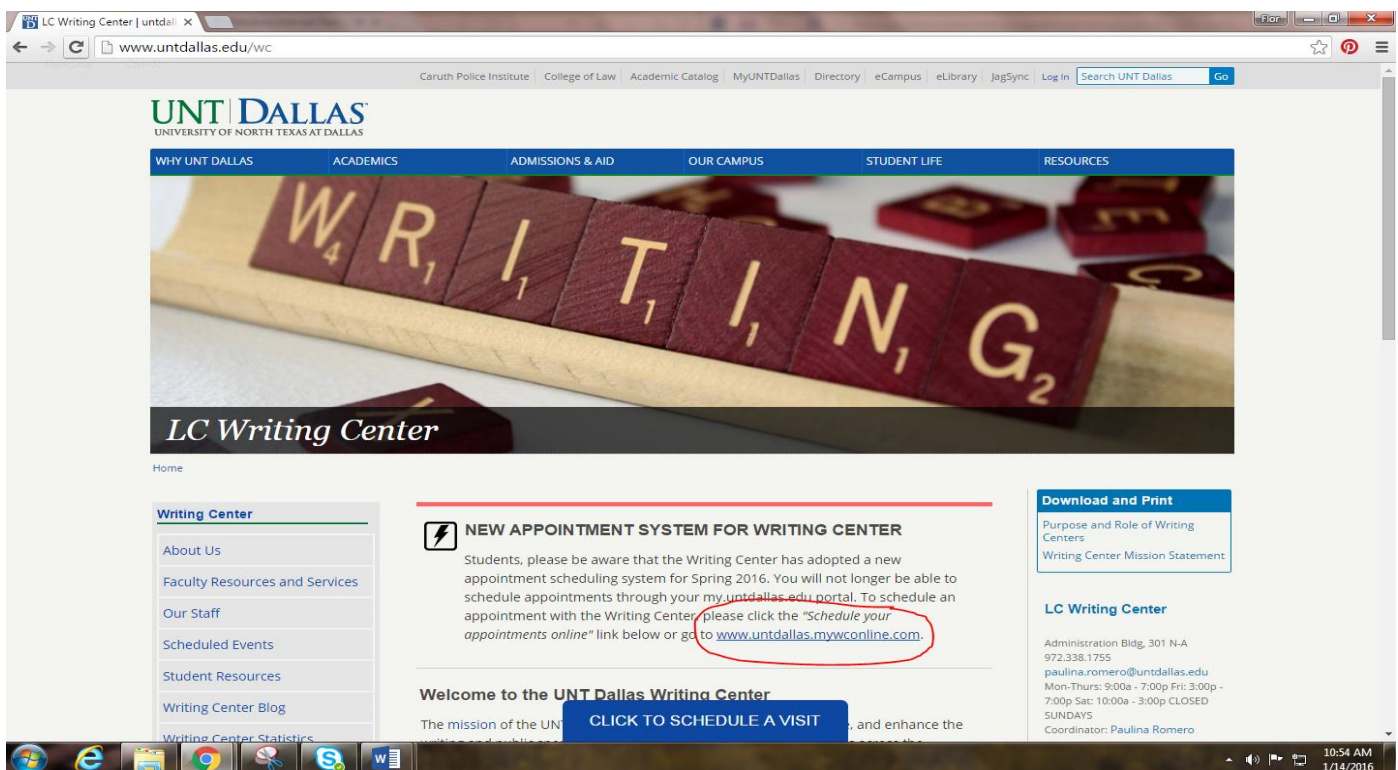# How to Make a Writing Center Tutoring Appointment Using WCOnline

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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!!

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1. Click the link on our Writing Center homepage, or type https://untdallas.mywconline.com/

2. On the welcome page, click "*REGISTER FOR AN ACCOUNT*" inside the UNT Dallas box if you are a first-time user.
NOTE: You MUST register for an account to schedule an appointment if you are logging in for the first time.
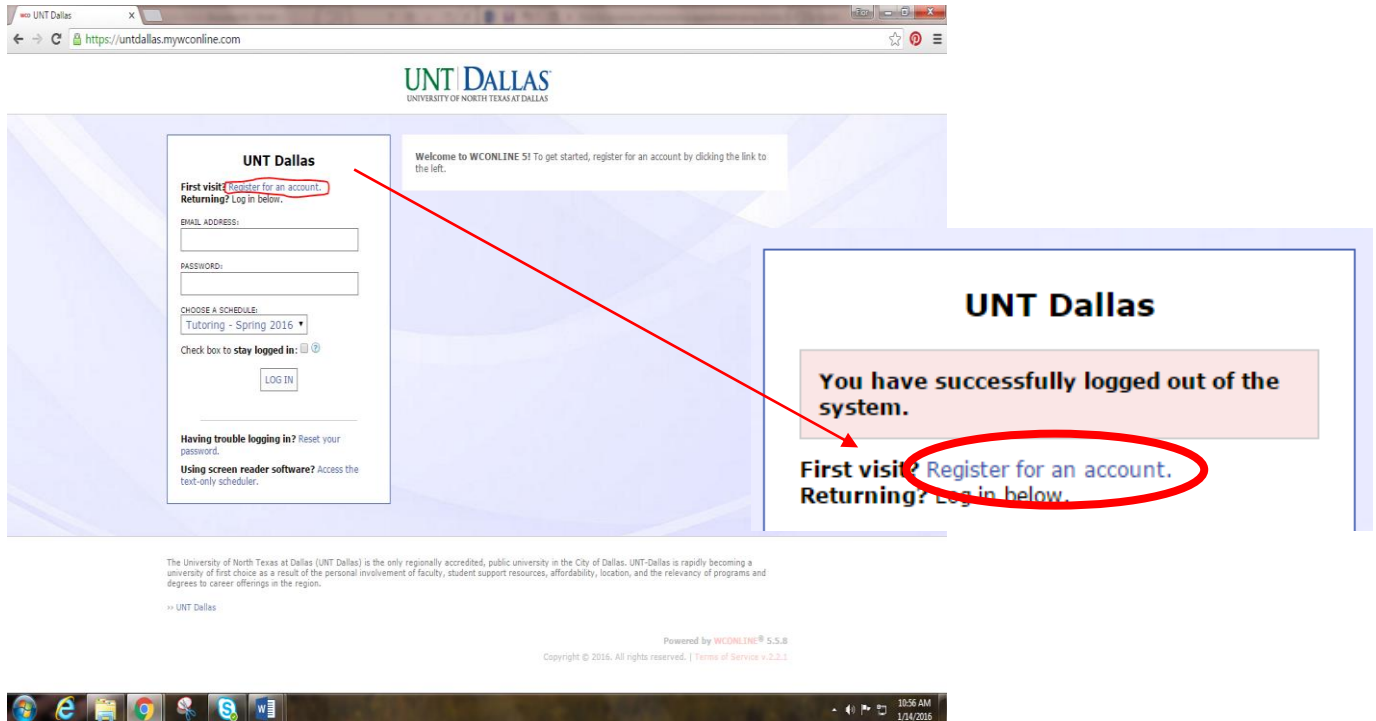
*****NOTE FOR SCHEDULING NEXT APPOINTMENT:*
*You will only have to create an account ONCE. After your account has been created, you will be able to log in automatically **with the password and email address you used to create the account.***
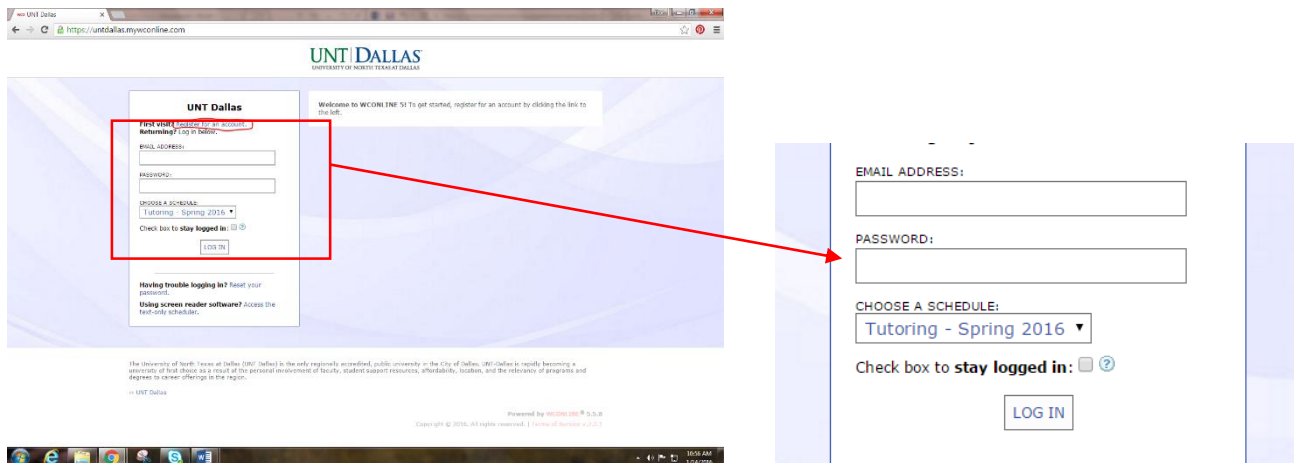
3. Once you are in the "Create a New Account" page, fill out the short questionnaire to create your account. You will be able to create your own unique password. You will only have to complete this questionnaire once.

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

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

4. After all blanks are filled in, click Register at the bottom of the page.

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.

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.
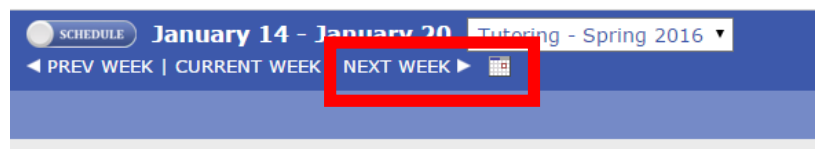
- You can also create appointments with specific tutors. The names of the tutors available for a specific date are also shown in the scheduling system.
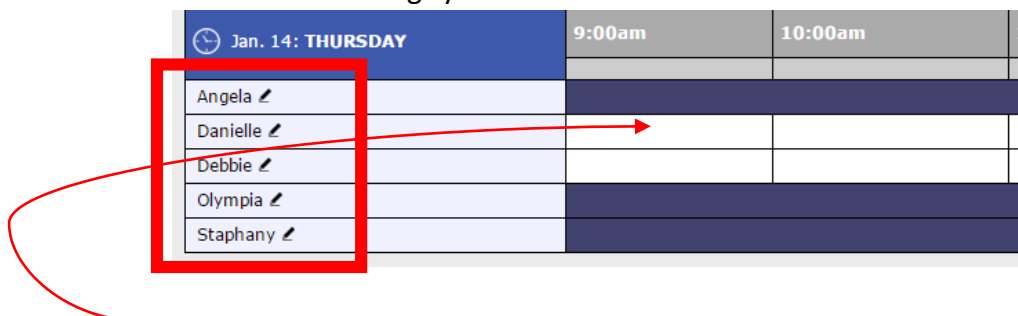
- Find a "white box" under your desired day and time. "White boxes" indicate available tutoring times, while **"purple"** and **"blue"** boxes indicate times that tutors are NOT available for tutoring. Click the time that's available with your preferred tutor.
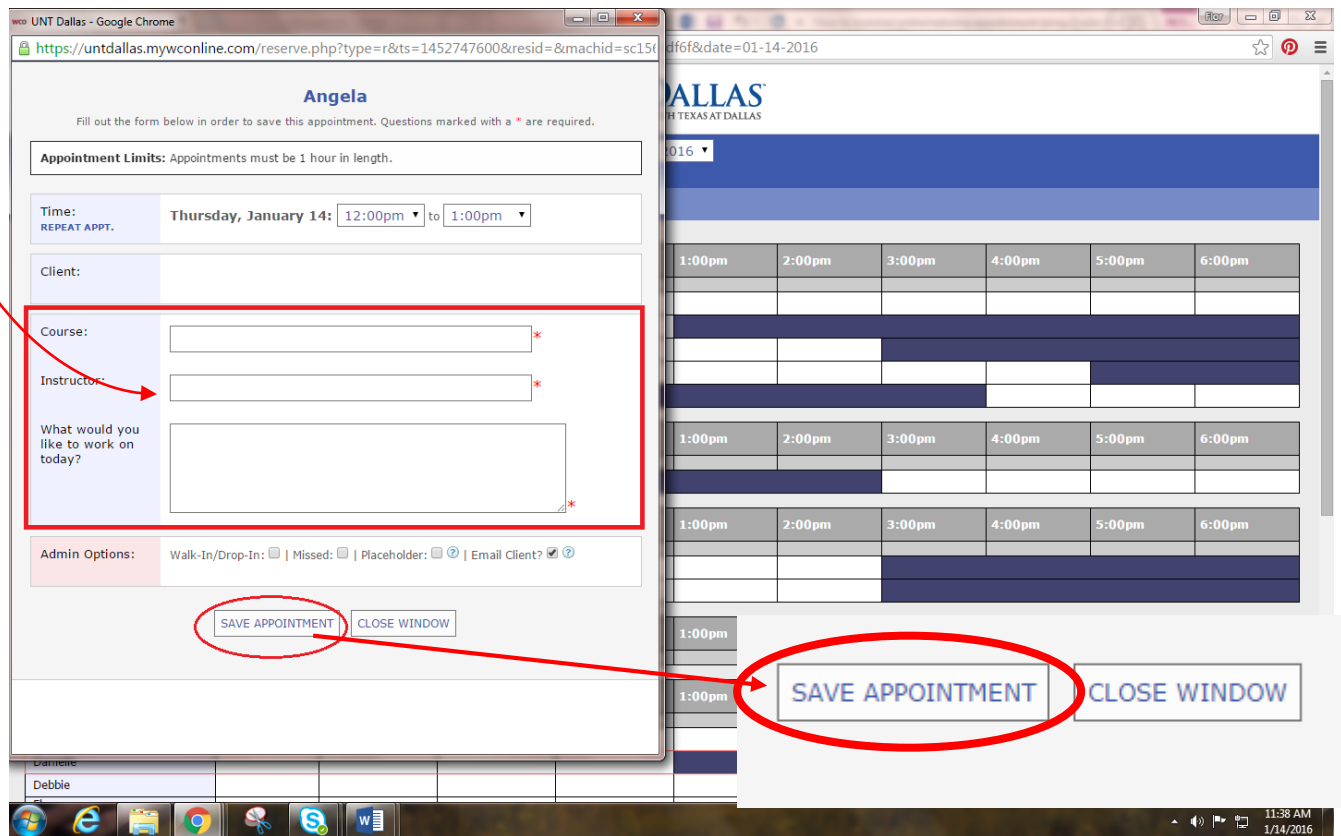
6. After selecting your time, a new window should pop up that looks like this—it will ask you a few questions about the assignment/paper you will be working on during your appointment. Once you've filled out the short form, hit **"SAVE APPOINTMENT".**

**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.
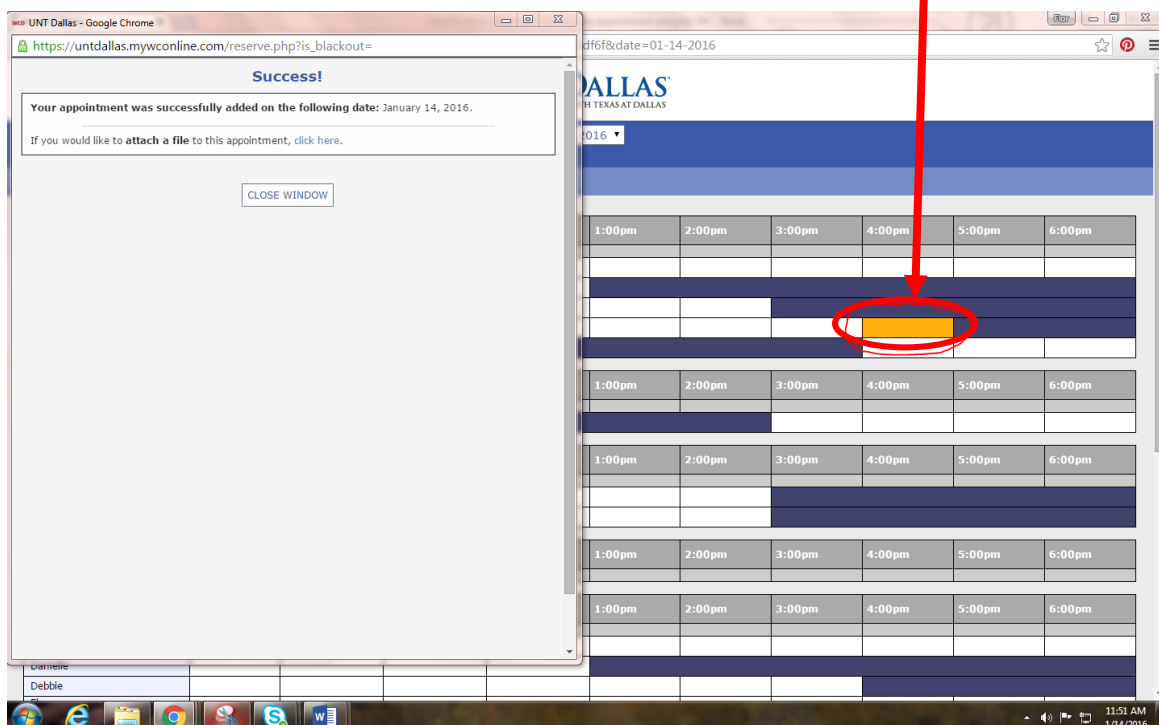
JOINING A "WAIT LIST" ON WCONLINE

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.
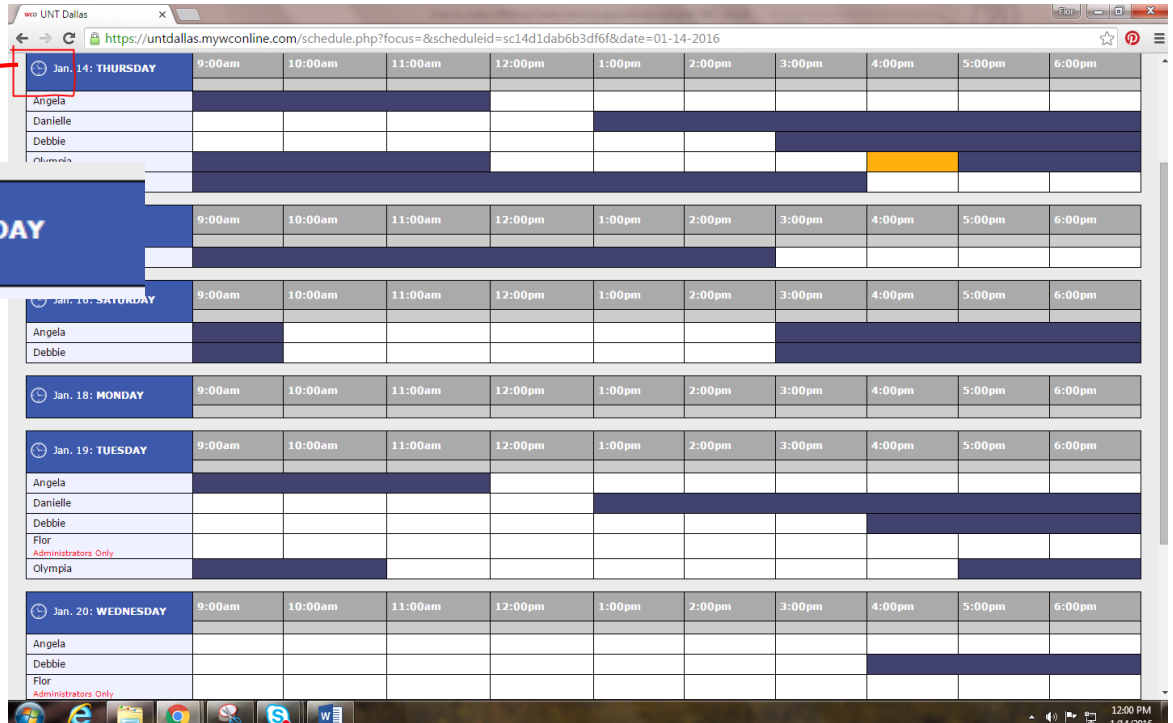

After you click on the clock, a new window will open. Be sure to select if you want to notified for all available times or specific times. You can also be notified if an opening with a specific tutor becomes available. Once you complete the questions, hit "**JOIN THE WAITING LIST**".
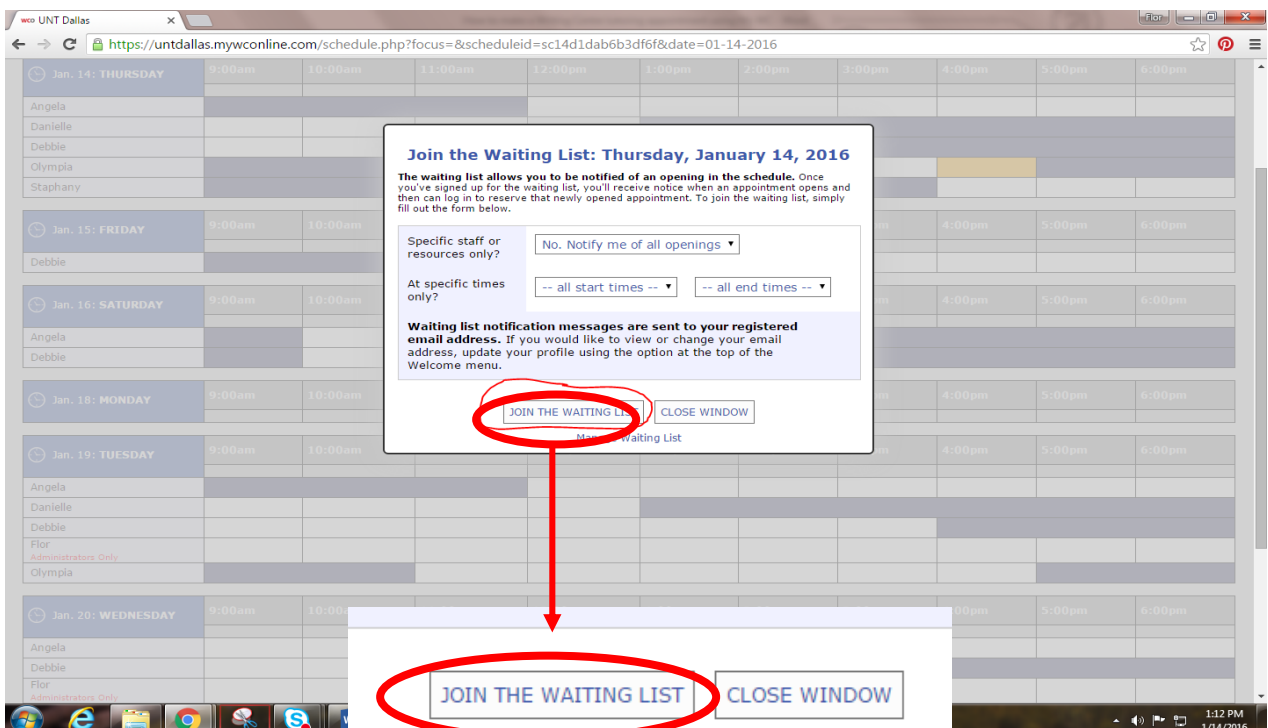
How to Cancel a Writing Center Tutoring Appointment

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.
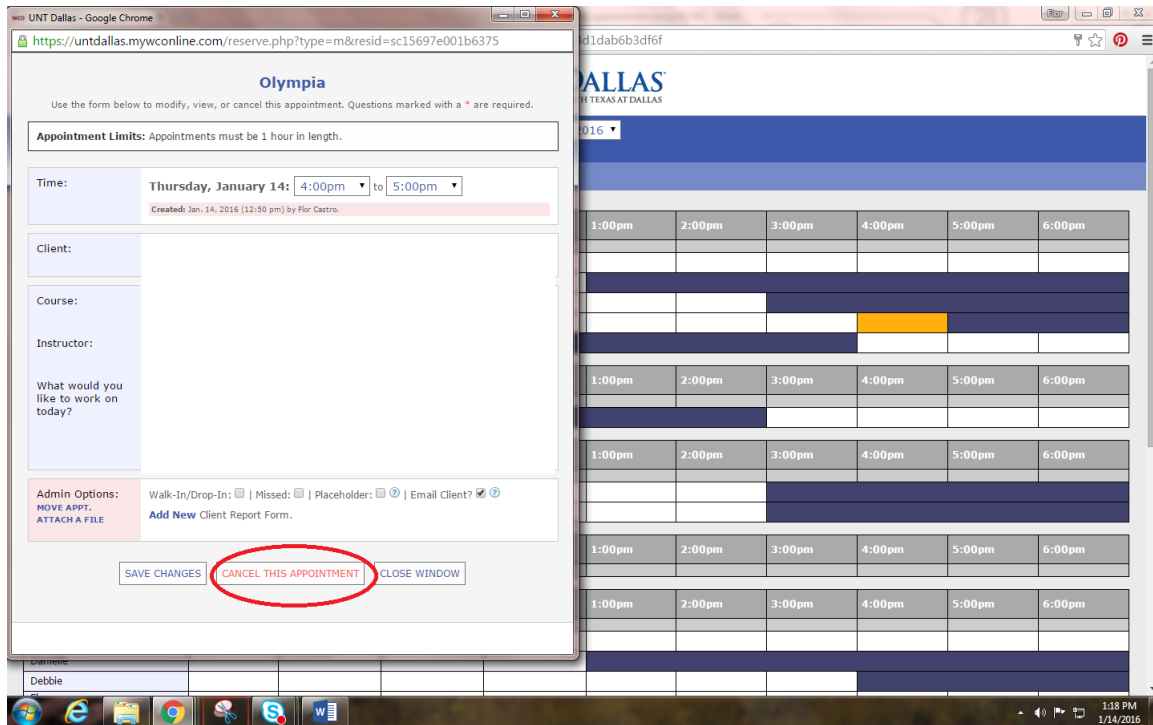
To make sure your appointment was canceled, a new window should pop up stating, "Your appointment was successfully deleted".