Creating an SRWC account in WC Online

This semester the Speaking, Reading and Writing Center is offering online tutoring appointments. To schedule an appointment, students and staff will need to create an account in WC Online, our new scheduling program. Follow the steps below to create your account and schedule an appointment with an SRWC tutor:

- 1. Go to com.mywconline.com
- 2. Enter your COM User ID and password. (The system will ask for your email; be sure to enter User ID or account may not generate).
- 3. Login when prompted.
- 4. Answer the series of questions. (Please note that it is not necessary to give a cell phone number unless you prefer to be contacted via text messaging about appointments).
- 5. Hit register, and you are finished!

Making a Reservation in WC Online

After creating your account, follow the steps below to make an appointment with an SRWC tutor. Starting this semester, all appointments will be made through this online scheduling system. If you are having trouble setting up your account or making the appointment, however, please contact the SRWC staff via phone or come by the center and we will assist you.

- 1. Go to com.mywconline.com
- 2. Log in to your WC Online account.
- 3. Search for available appointments on the day that you would like to visit, or available online sessions.
- 4. Select an appointment time with a tutor according to your assignment:
 - a. Speech tutors for speech/oral presentations
 - b. Writing tutors for all written assignments, including essays and research papers
 - c. Reading tutors for reading and writing assignments with a reading comprehension focus
- 5. If you do not see an available appointment that best fits your need, remember that we also have walkin tutoring available for all assignments.
- 6. Fill out the reservation form and submit. You should receive an email confirming your appointment.
- 7. We suggest arriving to your appointment a few minutes early to get checked in.
- 8. If your appointment is for a group assignment, please note that all group members must be present. If you appointment is for a Safe Assign review, your appointment must be made with either Lisa or Diana.

We look forward to seeing you in the SRWC this semester $\ensuremath{\textcircled{\odot}}$