

# How to Book WCONLINE Appointments

## 1 Creating an Account

## 2 Booking an Appointment

a Go to [uoft.me/writingcentres](https://uoft.me/writingcentres)

b Click on the WCONLINE.



c Fill in the "Register for a New Account".

### Register for a New Account

Fill out the form below in order to create a new account on this system. Once you've successfully registered, you'll be able to log in to the system immediately. Questions marked with a \* are required.

Email Address \*

First Name \* Last Name \*

Student ID \*

telephone number

You can adjust your email notification preferences.  
You can also choose to include your phone number for text notifications.

#### EMAIL PREFERENCES

Send me an email when my appointments are made, modified or cancelled:  YES or  NO

Send me an email with centre announcements or other mass mailings:  YES or  NO

Send me an email to remind me of my upcoming appointments:  YES or  NO

Include iCal links with appointment confirmation messages?  YES or  NO

#### TEXT MESSAGING PREFERENCES

You have the option of receiving appointment reminders and waiting list "appointment available" notices via text message instead of via email.

In order to enable text messaging, enter your ten-digit mobile phone number and select your carrier below. Once saved, you can [test text messaging](#) by returning here and selecting the new "test" link below.

Depending on your mobile carrier and plan, you may incur charges for receiving text messages. By entering your number below, you agree to be responsible for those charges. In order to opt out of receiving future texts, simply remove your number and carrier below.

Mobile Number: Ten Digits, Numbers Only

Mobile Carrier: -- please select --

Please note, **not all phone carriers are listed**. Even if you do not provide your phone number, you will receive notifications via email.

d Review your completed information and complete the registration.

**FAKE REGISTRATION PREVENTION**

In order to help prevent fake or automated registrations on this system, please complete the captcha form below.

I'm not a robot

reCAPTCHA  
Privacy - Terms

COMPLETE REGISTRATION

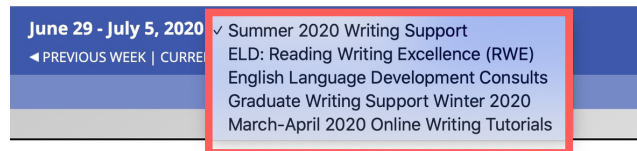
CANCEL

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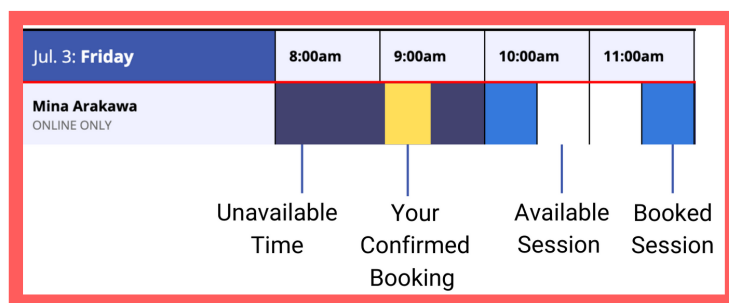
## 1 Creating an Account

## 2 Booking an Appointment

- a Once signed into WCONLINE, use the drop-menu to select your desired program.



- b Use the legend to understand when slots are available or booked.



- c Select the available appointment and confirm your date, time, and tutor.

A screenshot of the 'Create New Appointment' form. The 'Appointment Date' field is set to 'Wednesday, May 20, 2020: 8:30am to 9:00am'. The 'Staff or Resource' field is set to 'Elaine Khoo (English Language Development Consults)'. There are 'CREATE APPOINTMENT' and 'CLOSE WINDOW' buttons at the bottom.

- d You will receive an **email confirming** your appointment.

- e **On the day of your appointment:** click on the email confirmation which includes the link to WCONLINE where you are able to click back on the selected appointment box

- f **On the day of your appointment:** In the new window, click on "Start or Join Online Consultation"

