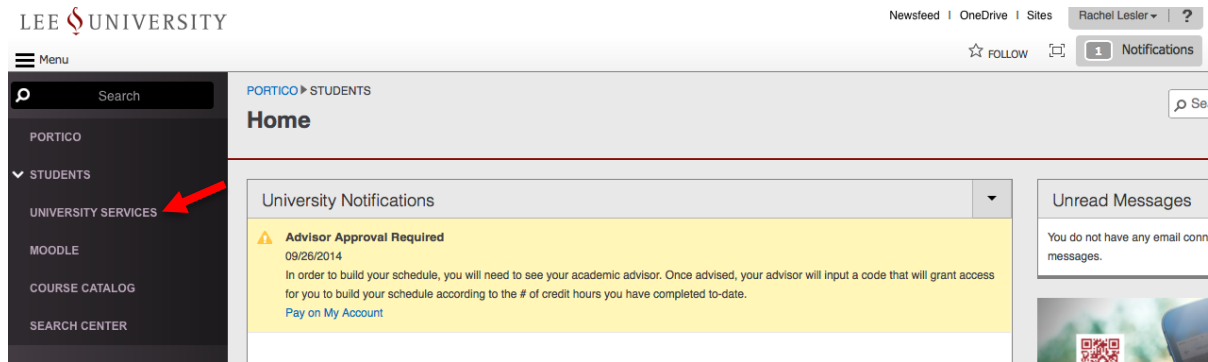# How to sign up for an Online Appointment in the Writing Center

## Step 1
Log in to Portico using your username and password.

## Step 2
Using the "Menu" bar on the top left of the page, choose the "University Services" tab.



## Step 3
Under "University Services," choose "Writing Center Schedule." This will take you to the WCOnline website.
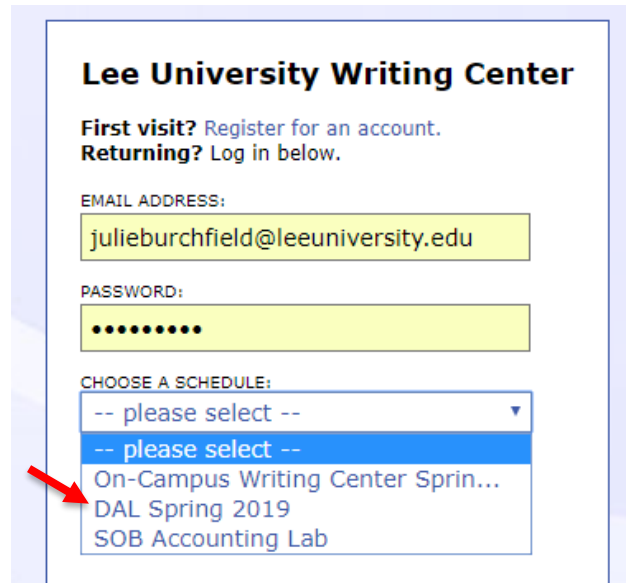


## Step 4
Log in or register if you are a first-time user. Register using your leeu.edu email. Choose any password you like.

## Step 5
From the drop down menu, select the **DAL Semester Year schedule** to make an online appointment.
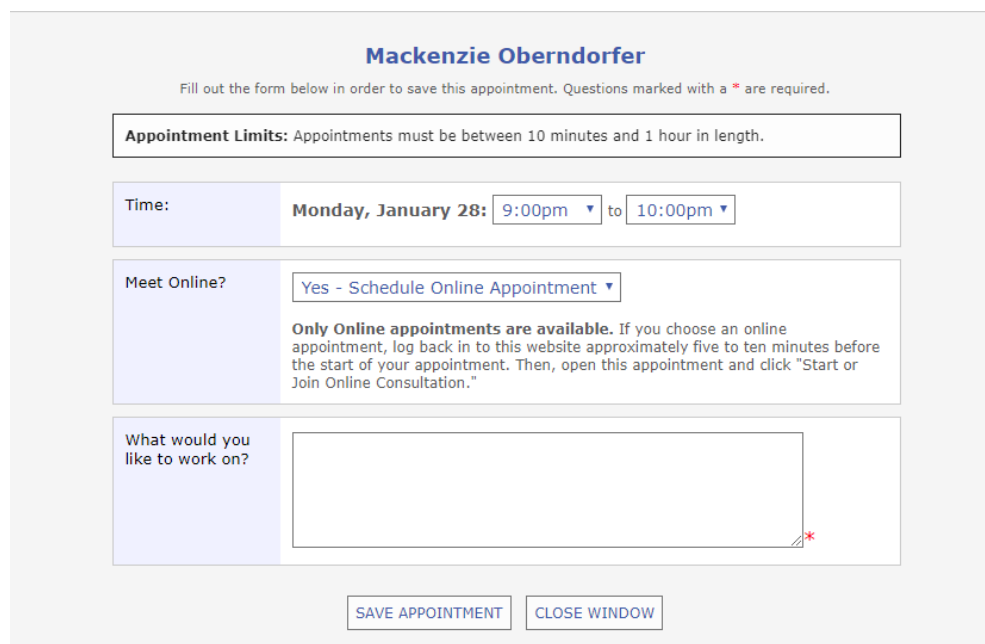


Then, choose the date and time for the appointment you wish to make. Appointments begin at the top of the hours and last 45 minutes. A **white block** signifies an open appointment time. A **red block** means an appointment has already been scheduled.



## Step 6
Fill out the Appointment Form and click "Save Appointment" at the bottom. You'll receive an email reminder about your appointment time.

## Step 7

You may upload a copy of your document so the tutor has the opportunity peruse your work prior to your appointment.



## Step 8

To begin your Writing Center tutoring session, log into WCOnline a few minutes before your appointment. When your appointment is scheduled to start, click on your appointment block and choose "Start or Join Online Consultation."