

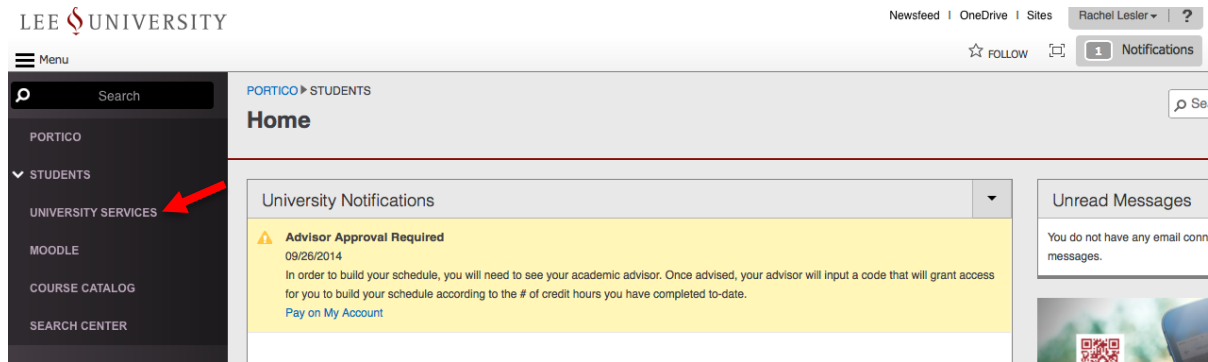
# How to sign up for an Online Appointment in the Writing Center

## 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 WOnline website.



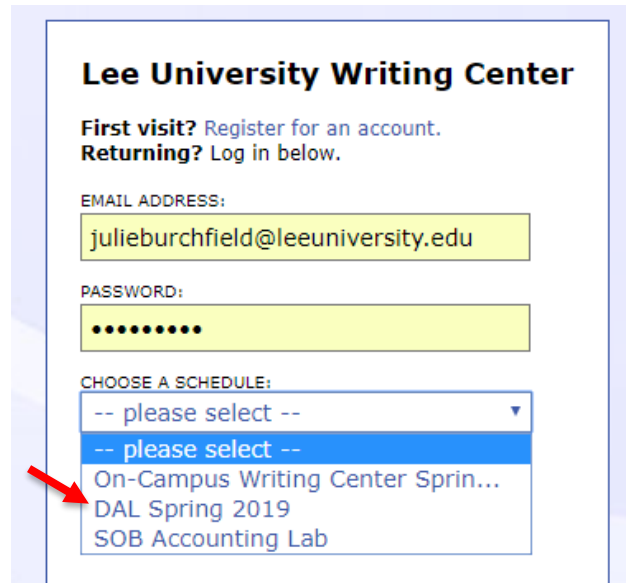
## Step 4

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

A screenshot of the Lee University Writing Center login and registration form. The form is titled 'Lee University Writing Center'. It has two main sections: 'First visit? Click here to register. Returning? Log in below.' and a login section. The login section includes fields for 'EMAIL ADDRESS:' and 'PASSWORD:', a 'CHOOSE A SCHEDULE:' dropdown menu (set to 'Writing Center Schedule Fall 2...'), a 'Check box to stay logged in:' with a checkbox and a help icon, and a 'LOG IN' button. There are also links for 'Having trouble logging in? Click here to reset your password.' and 'Using screen reader software? Click here for the text-only scheduler.' The right side of the form contains two informational paragraphs: 'The Writing Center will close at 6:00 p.m. on the evenings of Convocation (Monday, September 29 through Wednesday, October 1).' and 'The Writing Center is in a new location starting in the Fall 2014 semester. We're now located in the PCSU, Room 103.'

## Step 5

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



**Lee University Writing Center**

First visit? [Register for an account.](#)  
Returning? [Log in below.](#)

EMAIL ADDRESS:

PASSWORD:

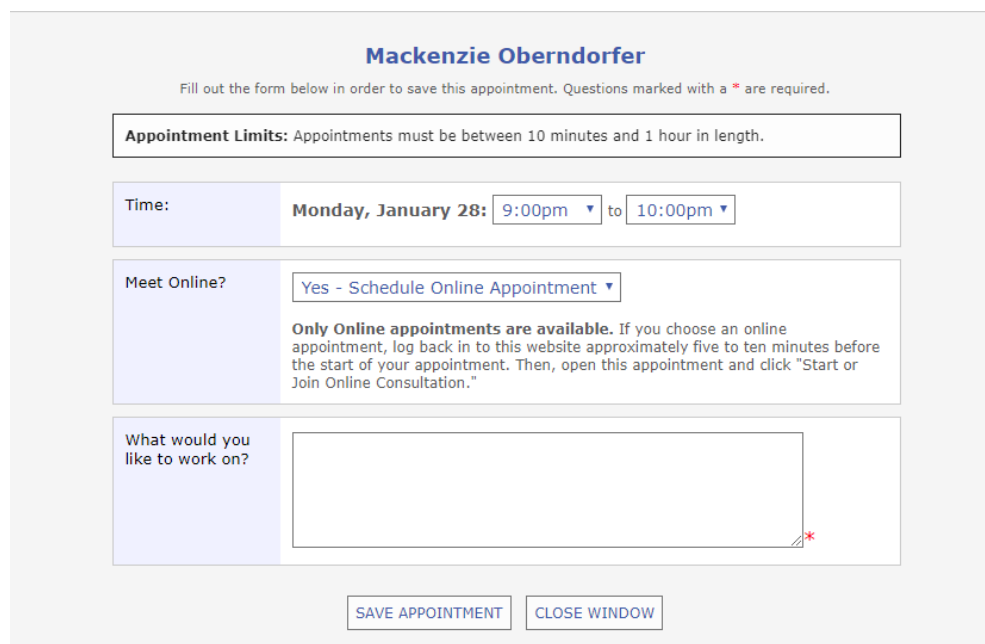
CHOOSE A SCHEDULE:  
-- please select --  
-- please select --  
On-Campus Writing Center Sprin...  
DAL Spring 2019  
SOB Accounting Lab

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.

Jan. 29: THURSDAY	7:00pm	8:00pm
Cynthia Halstead Online appts. only		

## Step 6

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



**Mackenzie Oberndorfer**

Fill out the form below in order to save this appointment. Questions marked with a \* are required.

**Appointment Limits:** Appointments must be between 10 minutes and 1 hour in length.

Time: Monday, January 28:  to

Meet Online?

**Only Online appointments are available.** If you choose an online appointment, log back in to this website approximately five to ten minutes before the start of your appointment. Then, open this appointment and click "Start or Join Online Consultation."

What would you like to work on?

## Step 7

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

**Success!**

Your appointment was successfully added on the following date: January 28, 2019.

If you would like to **attach a file** to this appointment, [click here](#).

## Step 8

To begin your Writing Center tutoring session, log into WCOonline 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."

**Mackenzie Oberndorfer**

Use the form below to modify, view, or cancel this appointment. Questions marked with a \* are required.

**Appointment Limits:** Appointments must be between 10 minutes and 1 hour in length.

Time:

Monday, January 28: 9:00pm ▼ to 10:00pm ▼

Meet Online?

Yes - Schedule Online Appointment ▼

**Start or Join Online Consultation**

What would you like to work on?

\*

SAVE CHANGES

CANCEL THIS APPOINTMENT

CLOSE WINDOW