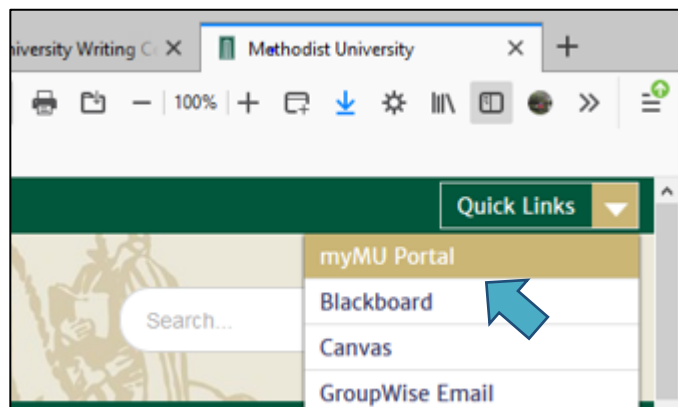


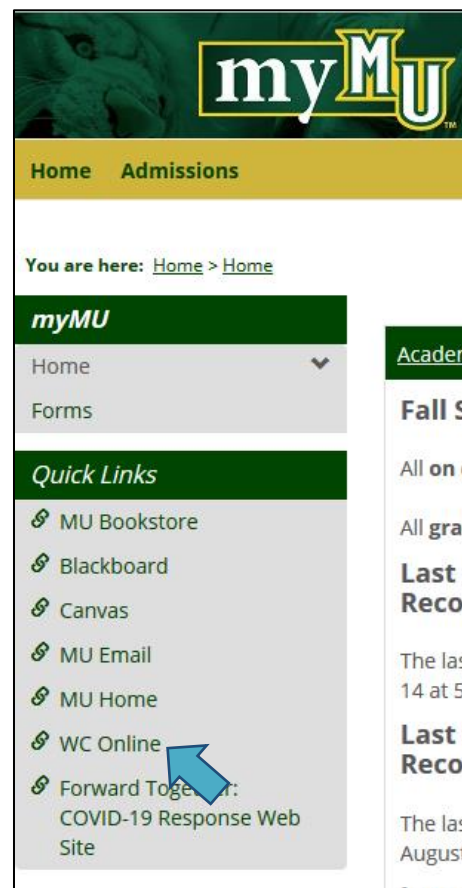
WC ONLINE – REGISTER FOR ACCOUNT INSTRUCTIONS FOR STUDENTS Fall 2020

The Writing Center (WC) is offering only Online and eTutoring consultations until further notice. In order to set up a consultation, you will need to register for an account in WC Online, our scheduling system. Here are the first steps for creating your account in WC Online.

1. A quick way to navigate to the login page of WC Online is to open Methodist University's homepage at www.methodist.edu and click on **Quick Links** in the upper right of your screen. A drop-down menu appears. Click on **myMU Portal**.



2. On the left side of the MU Portal screen, in the Quick Links, click on the next-to-last option: **WC Online**. This takes you to the login page of WC Online.



3. On the WC Online login page, first click on the blue link to the right and read the **Writing Center Student Consultation Agreement**. It's important! You will be responsible for knowing what's in this agreement.

**Methodist University
Writing Center**

You have successfully logged out of the system.

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

Email Address

Password

AVAILABLE SCHEDULES

Summer 2020
 Spring 2020

Check box to stay logged in: ⓘ

LOG IN

Having trouble logging in?
[Reset your password.](#)

Receiving unwanted text messages?
[Remove your mobile number.](#)

Welcome to WC ONLINE!

If you don't have a WC Online account yet, you'll need to register to access the schedule. To get started, read the [Writing Center Student Consultation Agreement](#) and then register for an account by clicking on the link to the

If you have entered your login information incorrectly or forgotten your password, please be aware that after several incorrect attempts, you will be unable to access your account for 15 minutes. If you continue to receive error messages regarding your login information, reset your password to avoid this inconvenience. **Please call 910-630-7264 if you continue having troubling logging in to WC Online.**

- Back on the login page, click on the blue **Register for an account** link and complete the registration of your account. You must complete every field with a red asterisk (star). The email address you enter will be your username for logging in. (You do not have to use your MU email address. Just choose an email account that you check regularly.) Choose a password of 10 or more characters.

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 ***
Telephone Number *
Standing *

-- please select --

Native English Speaker (check all that apply) *

Yes
 No

Undergraduate Major (Mark N/A if not applicable) *

-- please select --

Graduate Program (Mark N/A if not applicable) *

-- please select --

Alternate Email


I have read the Student Consultation Agreement (check all that apply) *

Yes

How did you hear about the Writing Center? *

-- please select --

If necessary, please describe

PASSWORD 

Passwords must be ten or more characters long.

Password * **Re-enter Password ***

EMAIL PREFERENCES

- At this point, you can set your notification preferences. The system doesn't send many notices, but it does confirm when you've made or cancelled an appointment and it will send a reminder of an upcoming appointment. If text messaging works better than emails for you, you can set this preference in the lower portion of the registration page. And now, click **COMPLETE REGISTRATION** at the bottom of the window to complete your profile and return to the login page.

The screenshot displays a registration form with two main sections: "EMAIL PREFERENCES" and "TEXT MESSAGING PREFERENCES".

EMAIL PREFERENCES

- Send me an email when my appointments are made, modified or canceled: YES or NO
- Send me an email with center 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:

Mobile Carrier:

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 

At the bottom of the form are two buttons: "COMPLETE REGISTRATION" and "CANCEL".

Two blue arrows point to the "Include iCal links..." option and the reCAPTCHA checkbox.

- Another way to complete your registration is to go to the WC's webpages in the MU website. (In the banner across the top of every page in the website, hover on **ACADEMICS** and, in the drop-down menu that appears, click on the last link on the right: Writing Center.) From any of the WC's webpages, click on the next-to-last link in the left-hand column: **Register for WC Online Account**. This takes you to the Writing Center Student Consultation Agreement, which you should read. From there you'll go to the Register for a New Account page. Complete your registration as described above.
- Log in with your email address and password. The new screen shows the current week. The entire semester is available for consultation appointments.

If you have questions, email the Writing Center or call the WC and leave a message. We'll call you back:

writingcenter@methodist.edu

910-630-7264

910-482-5417