

WCONLINE Account Registration Instructions

Christopher L. Miller
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Welcome

Welcome to Methodist University Writing Center's WCONLINE account registration tutorial. This guide will walk you through the steps to create and register your account. If at any point during this process, you encounter issues or have questions, please feel free to contact a Writing Center consultant or representative.

Writing Center Contact Information

Writing Center Information Line – (910) 630-8451

Writing Center Director Line – (910) 630-7264

Writing Center Email Address – writingcenter@methodist.edu

Client Consultation Agreement

- Before beginning the registration process, please read the Client Consultation Agreement.
 - o Each user is responsible for reading the information in this agreement.
 - o The agreement can be found at <https://www.methodist.edu/academics/one-stop/writing-center/consultation-agreement/>
- Once you have read the Client Consultation Agreement, move on to [Step 1](#).

Step 1 - Access WCONLINE Sign-in

- To begin the registration process, proceed to the WCONLINE sign-in page at <https://methodist.mywconline.com/> (Figure 1)
- Once you have opened the WCONLINE sign-in page, move on to [Step 2](#).

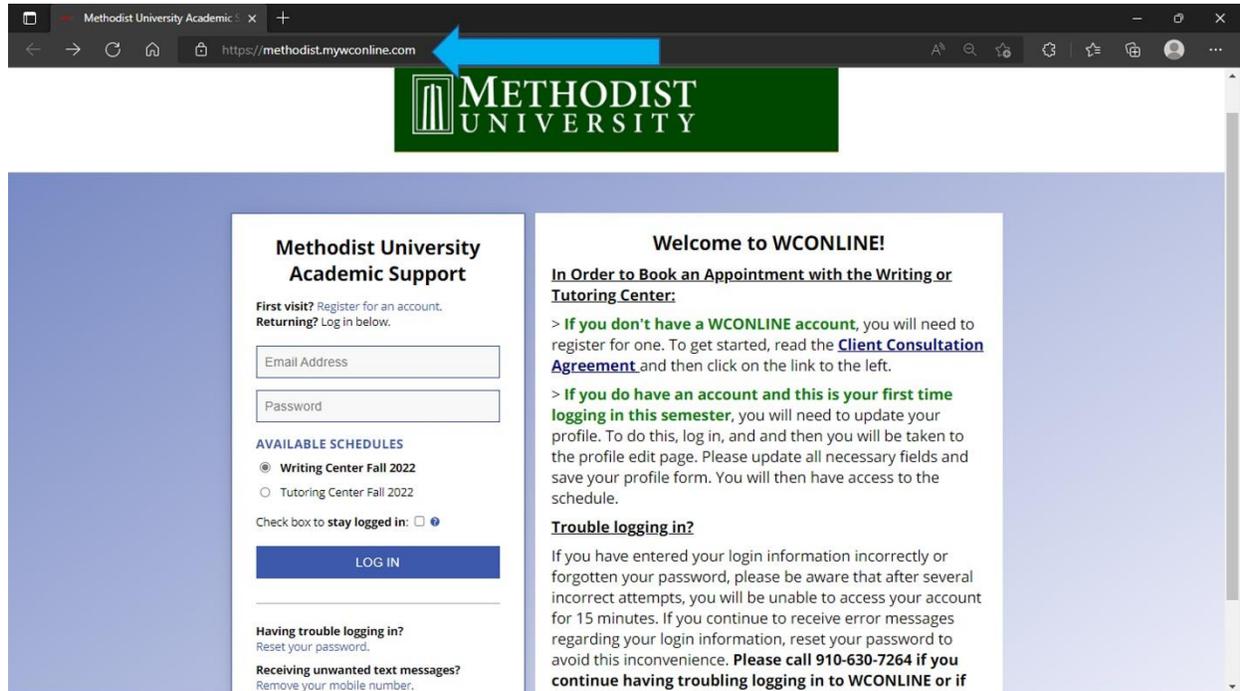


Figure 1 - Open WCONLINE Sign-in Page

Step 2 - Register for an Account

- Click on and open the “Register for an account” link that is found near the top of the left column and next to the question “First visit?” (Figure 2)
 - o This action will lead you to the Account Registration page, where you will enter your account information.
- Once the Account Registration page has loaded, move on to [Step 3](#).

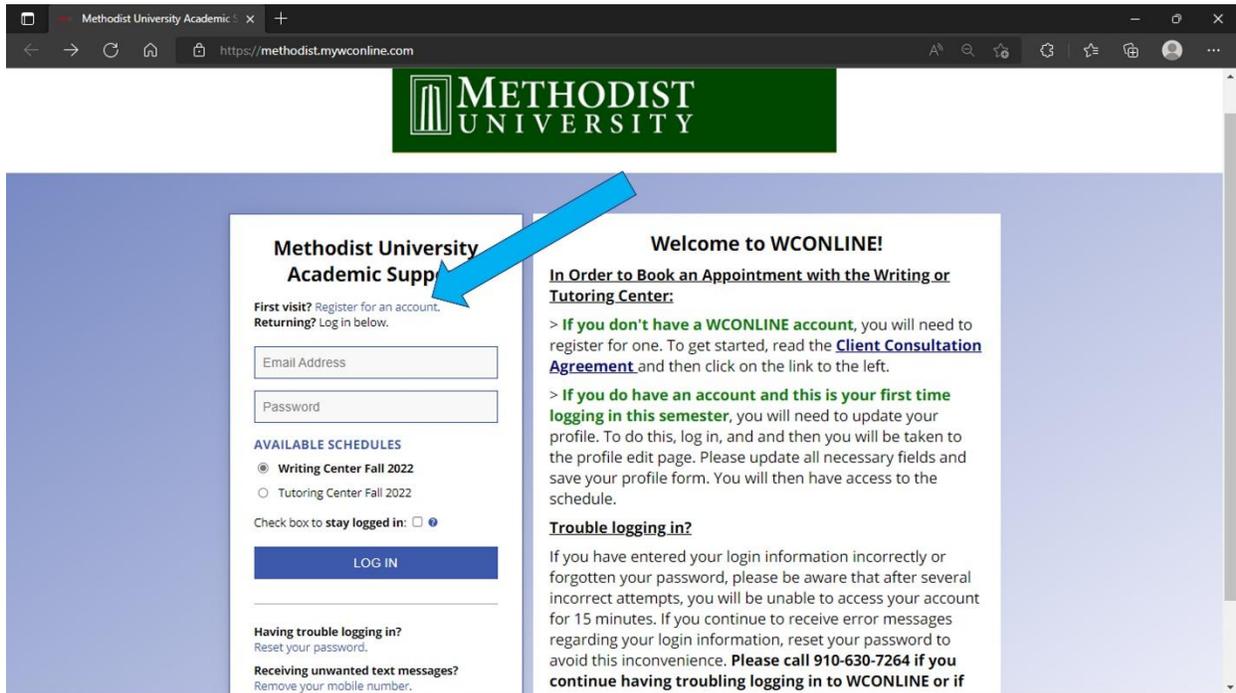
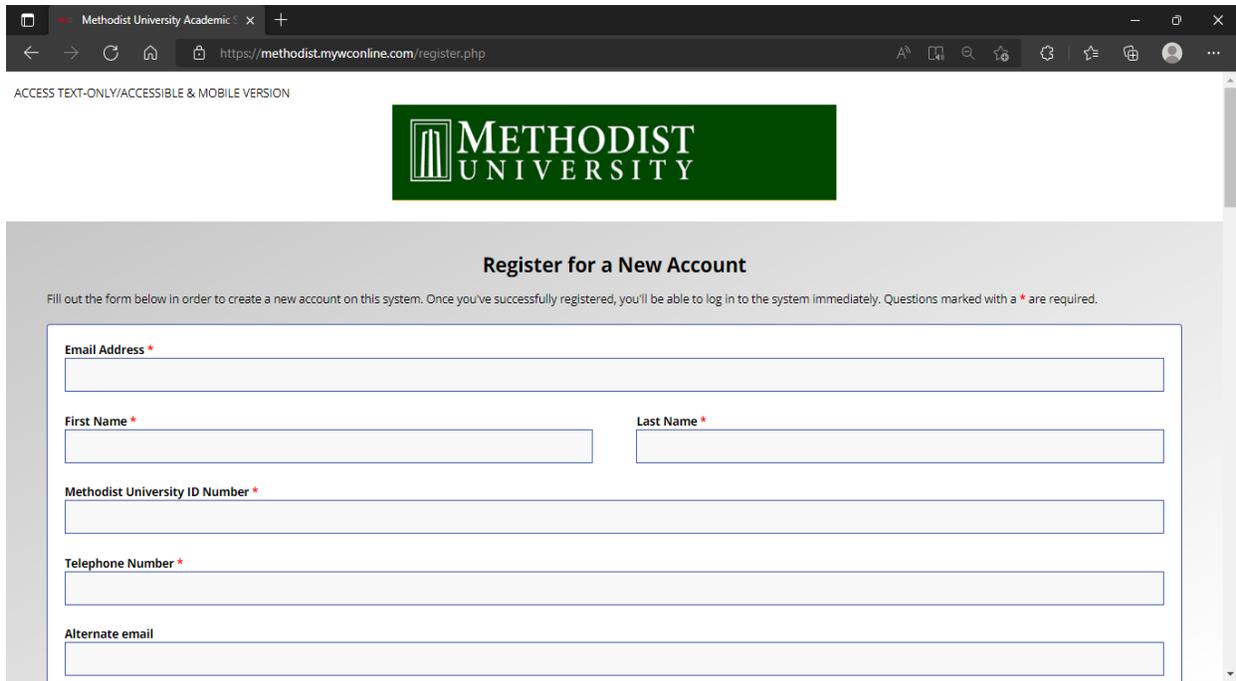


Figure 2 - Select "Register for an account"

Step 3 - Complete Required Fields

- Enter your account information in the form's provided fields. (Figure 3)
 - o You will need to complete all fields that are marked with a red star.
 - o Keep in mind that the email address and phone number entered will be used as the Writing Center's main point of contact with you, so ensure that they are something that you frequently check.
- Once you have input your information into the required fields, move on to [Step 4](#).

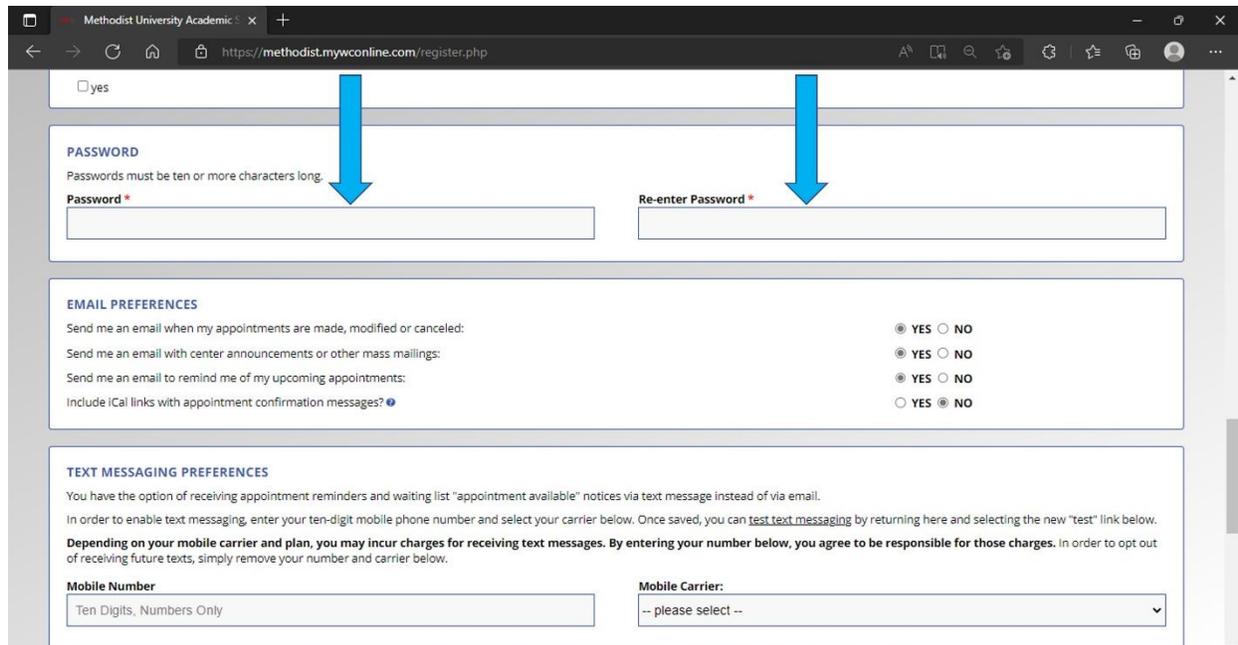


The screenshot shows a web browser window with the URL <https://methodist.mywconline.com/register.php>. The page features the Methodist University logo and a registration form titled "Register for a New Account". Below the title, a note states: "Fill out the form below in order to create a new account 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." The form contains several input fields: "Email Address *", "First Name *", "Last Name *", "Methodist University ID Number *", "Telephone Number *", and "Alternate email".

Figure 3 - Complete required fields (Additional required fields not included in image)

Step 4 - Set/Confirm Password

- Now, you will create and enter your password in the field marked “Password.” (Figure 4)
- Then, type the same password into the field marked “Re-enter Password.”
 - o Note that your password must be at least ten characters in length.
- Once you have entered your password into both fields, move on to [Step 5](#).



The screenshot shows a web browser window with the URL <https://methodist.mywconline.com/register.php>. The page contains several sections:

- EMAIL PREFERENCES:** Four radio button options for receiving emails: "Send me an email when my appointments are made, modified or canceled:" (YES selected), "Send me an email with center announcements or other mass mailings:" (YES selected), "Send me an email to remind me of my upcoming appointments:" (YES selected), and "Include iCal links with appointment confirmation messages?" (NO selected).
- TEXT MESSAGING PREFERENCES:** A section for receiving appointment reminders via text message. It includes a warning about charges and a "test text messaging" link. Below this are two fields: "Mobile Number" (with a placeholder "Ten Digits, Numbers Only") and "Mobile Carrier" (a dropdown menu with "-- please select --").

The "PASSWORD" section is highlighted with two blue arrows pointing to the "Password *" and "Re-enter Password *" input fields. The "PASSWORD" section also includes the instruction "Passwords must be ten or more characters long."

Figure 4 - Set and confirm password

Step 5 - Set Email Notification/iCal link Preferences

- Now you will set your email notification preferences. (Figure 5)
 - o Note that these preferences refer to the email address you entered at the top of the page and can be set by selecting either a “yes” or “no” answer to the questions.
- Select “yes” if you want to receive email notification or select “no” if you do not want to receive email notifications.
 - o This section also asks whether to include iCal files with appointment notifications. These files can be uploaded to Outlook and other calendars.
- Select “Yes” to receive these links or “No” if you do not.
- Once you have completed this step, move on to [Step 6](#).

The screenshot shows a web browser window with the URL <https://methodist.mywconline.com/register.php>. The page contains several form sections:

- PASSWORD:** Includes a note "Passwords must be ten or more characters long." and two input fields labeled "Password *" and "Re-enter Password *". A blue arrow points to this section from the left.
- EMAIL PREFERENCES:** Contains four questions with radio button options:
 - Send me an email when my appointments are made, modified or canceled: YES NO
 - Send me an email with center announcements or other mass mailings: YES NO
 - Send me an email to remind me of my upcoming appointments: YES NO
 - Include iCal links with appointment confirmation messages?: YES NO
- TEXT MESSAGING PREFERENCES:** Includes instructions and a warning: "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." It features two input fields: "Mobile Number" (with placeholder "Ten Digits, Numbers Only") and "Mobile Carrier:" (with a dropdown menu showing "-- please select --").

Figure 5 - Set email preferences

Step 6 - Set Text Messaging Preferences

Next, you will set your text messaging preferences. (Figure 6)

- If you would like to receive text notifications regarding your appointments, enter the ten-digit mobile number where you would like to have these messages sent.
- Then, select your mobile carrier from the dropdown list and move on to the next step.
 - o If your carrier is not listed, you have one of two options available.
 - o First, you may not be able to receive text notifications and will have to rely upon the default email notification method.
 - o Second, you can edit this section after your account has been set up and test each carrier on the list to see if one works for you.
- Once you have set your text messaging preferences, move on to [Step 7](#).

The screenshot shows a web browser window with the URL <https://methodist.mywconline.com/register.php>. The page contains several sections:

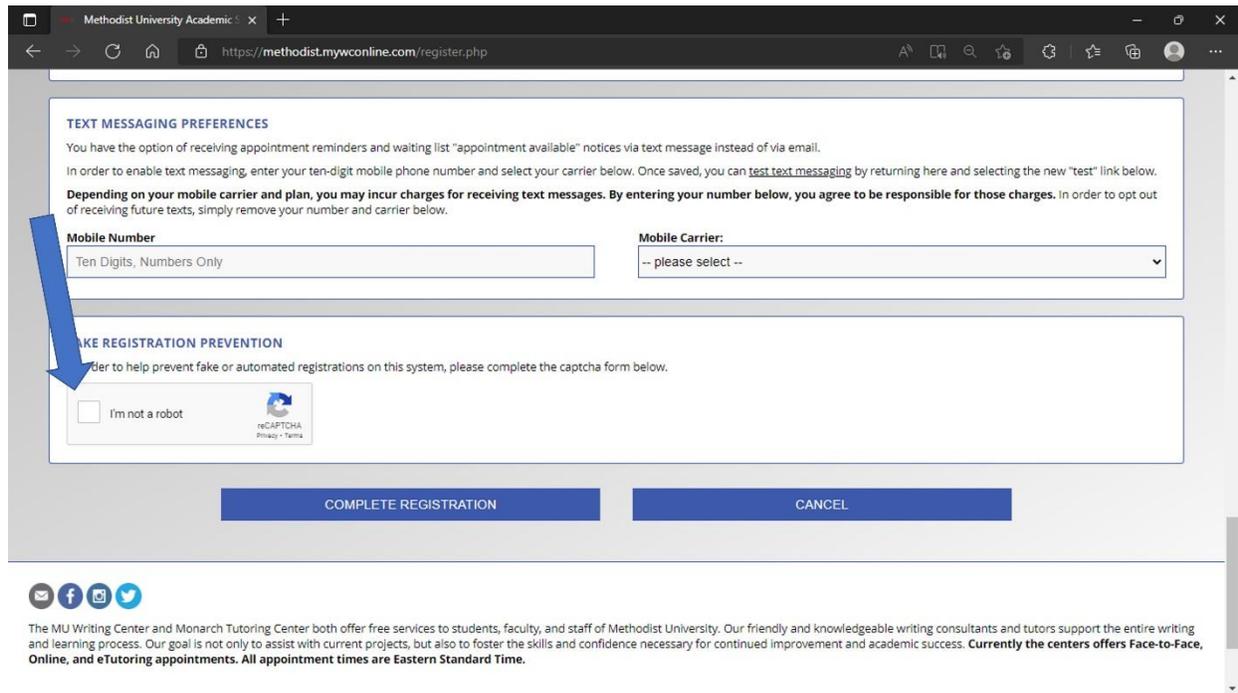
- EMAIL PREFERENCES:** Four radio button options for receiving emails:
 - Send me an email when my appointments are made, modified or canceled: YES NO
 - Send me an email with center announcements or other mass mailings: YES NO
 - Send me an email to remind me of my upcoming appointments: YES NO
 - Include iCal links with appointment confirmation messages? YES NO
- TEXT MESSAGING PREFERENCES:** A section with a blue arrow pointing to it. It includes:
 - Text: "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."
 - Form fields: "Mobile Number" (with placeholder "Ten Digits, Numbers Only") and "Mobile Carrier" (with placeholder "-- please select --").

Figure 6 - Set text messaging preferences

Step 7 - Validate Registration

Next, you will need to verify that you are creating a valid account. (See Figure 7).

- To do this, click the box located beside the text that states, “I’m not a robot,” and confirm that you are setting up a valid account.
- Once you have verified your registration, move on to [Step 8](#).



The screenshot shows a web browser window with the URL <https://methodist.mywconline.com/register.php>. The page is titled "Methodist University Academic" and contains two main sections:

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 --

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

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

Below the form, there are social media icons for Facebook, Instagram, and Twitter. At the very bottom, there is a footer paragraph: "The MU Writing Center and Monarch Tutoring Center both offer free services to students, faculty, and staff of Methodist University. Our friendly and knowledgeable writing consultants and tutors support the entire writing and learning process. Our goal is not only to assist with current projects, but also to foster the skills and confidence necessary for continued improvement and academic success. **Currently the centers offers Face-to-Face, Online, and eTutoring appointments. All appointment times are Eastern Standard Time.**"

Figure 7 - Validate registration

Step 8 - Complete Registration

Finally, you will need to complete the registration process. (Figure 8)

- Locate and select the “Complete Registration” button at the bottom of the page.
 - o Selecting “Complete Registration” will finalize your registration.

The screenshot shows a web browser window with the URL <https://methodist.mywconline.com/register.php>. The page content includes:

- TEXT MESSAGING PREFERENCES**: A section explaining text messaging options for appointment reminders. It includes a text input field for a "Mobile Number" (placeholder: "Ten Digits, Numbers Only") and a dropdown menu for "Mobile Carrier" (placeholder: "-- please select --").
- FAKE REGISTRATION PREVENTION**: A section with a CAPTCHA form. It contains a checkbox labeled "I'm not a robot" and a CAPTCHA image with the text "NCAPTOMA Privacy - Terms".
- Buttons**: Two blue buttons at the bottom: "COMPLETE REGISTRATION" and "CANCEL". A large blue arrow points from the CAPTCHA area down to the "COMPLETE REGISTRATION" button.
- Footer**: Social media icons for Facebook, Instagram, and Twitter. Below them is a paragraph of text: "The MU Writing Center and Monarch Tutoring Center both offer free services to students, faculty, and staff of Methodist University. Our friendly and knowledgeable writing consultants and tutors support the entire writing and learning process. Our goal is not only to assist with current projects, but also to foster the skills and confidence necessary for continued improvement and academic success. **Currently the centers offers Face-to-Face, Online, and eTutoring appointments. All appointment times are Eastern Standard Time.**"

Figure 8 - Complete registration

Once your registration is complete, you can move on to set your first appointment. The instructions for setting an appointment can be found on our [Consultation How-To](#) page beneath the “How to Set an Appointment” heading.

This concludes the Methodist University Writing Center’s WCONLINE account registration tutorial.