

WCONLINE Account Registration Instructions

Christopher L. Miller
Updated October 7, 2022

Contents

Welcome	2
Writing Center Contact Information	2
Client Consultation Agreement.....	2
Step 1 - Access WCONLINE Sign-in.....	3
Step 2 - Register for an Account	4
Step 3 - Complete Required Fields	5
Step 4 - Set/Confirm Password	6
Step 5 - Set Email Notification/iCal link Preferences.....	7
Step 6 - Set Text Messaging Preferences	8
Step 7 - Validate Registration	9
Step 8 - Complete Registration	10

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](#).

Methodist University Academic Support

First visit? Register for an account.
Returning? Log in below.

Email Address

Password

AVAILABLE SCHEDULES

☒ Writing Center Fall 2022

☐ Tutoring Center Fall 2022

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 WCONLINE!

In Order to Book an Appointment with the Writing or Tutoring Center:

> **If you don't have a WCONLINE account**, you will need to register for one. To get started, read the [Client Consultation Agreement](#) and then click on the link to the left.

> **If you do have an account and this is your first time logging in this semester**, you will need to update your profile. To do this, log in, and then you will be taken to the profile edit page. Please update all necessary fields and save your profile form. You will then have access to the schedule.

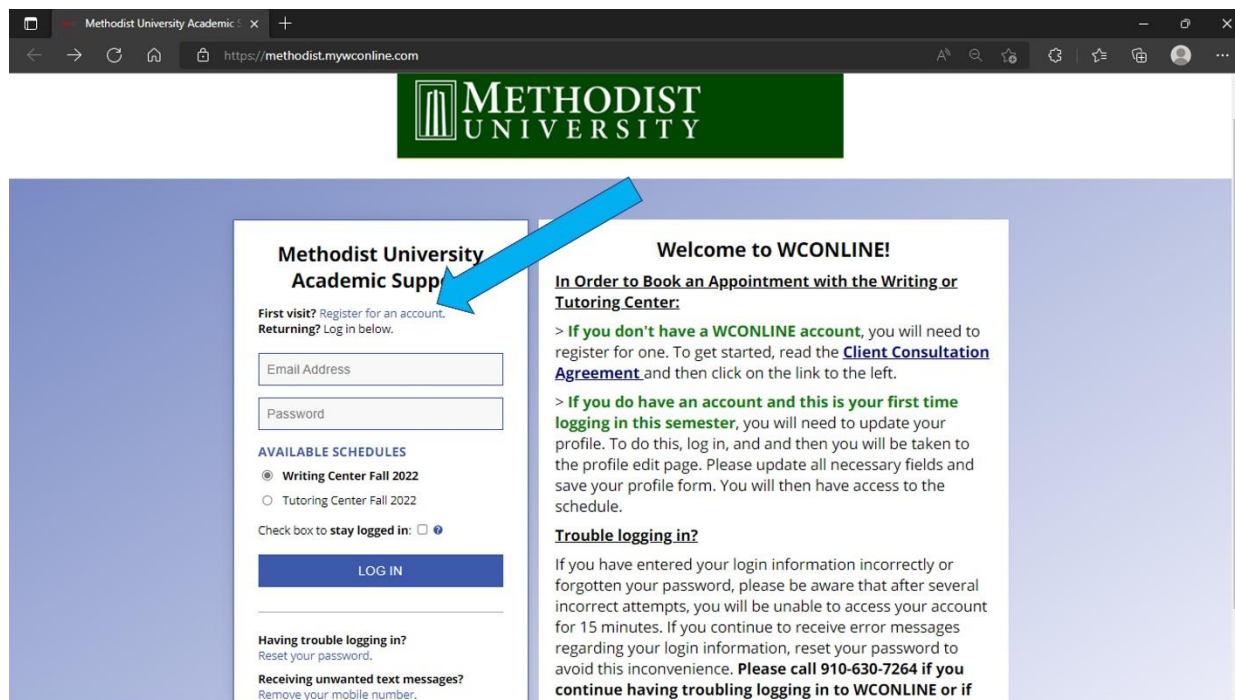
Trouble logging in?

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 WCONLINE or if**

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](#).

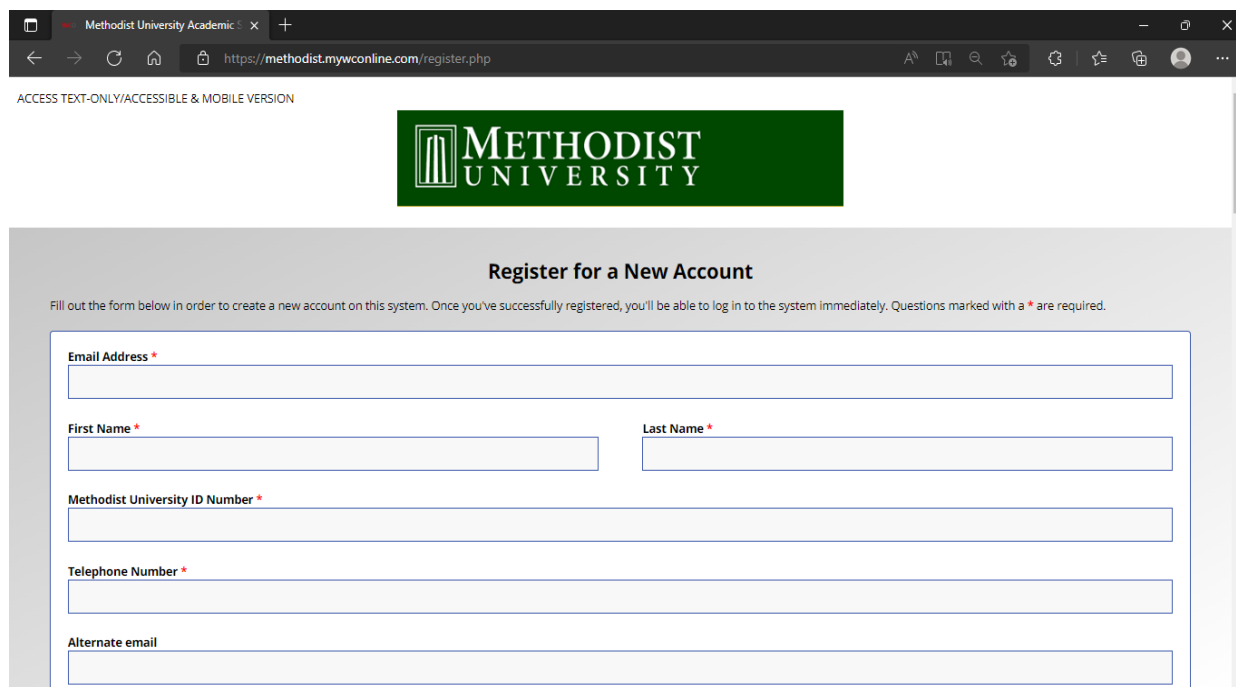


The screenshot shows a web browser window with the URL <https://methodist.mywconline.com>. The page features the Methodist University logo at the top. Below the logo, there are two main sections. On the left, under the heading "Methodist University Academic Support", there is a "First visit? Register for an account. Returning? Log in below." section. This section contains input fields for "Email Address" and "Password", a "LOG IN" button, and a section for "AVAILABLE SCHEDULES" with radio buttons for "Writing Center Fall 2022" (selected) and "Tutoring Center Fall 2022". There are also links for "Having trouble logging in?" and "Receiving unwanted text messages?". On the right, under the heading "Welcome to WCONLINE!", there is a section titled "In Order to Book an Appointment with the Writing or Tutoring Center:" which provides instructions for new users and returning users. A blue arrow points from the "Register for an account" link in the left section to the registration form.

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](#).



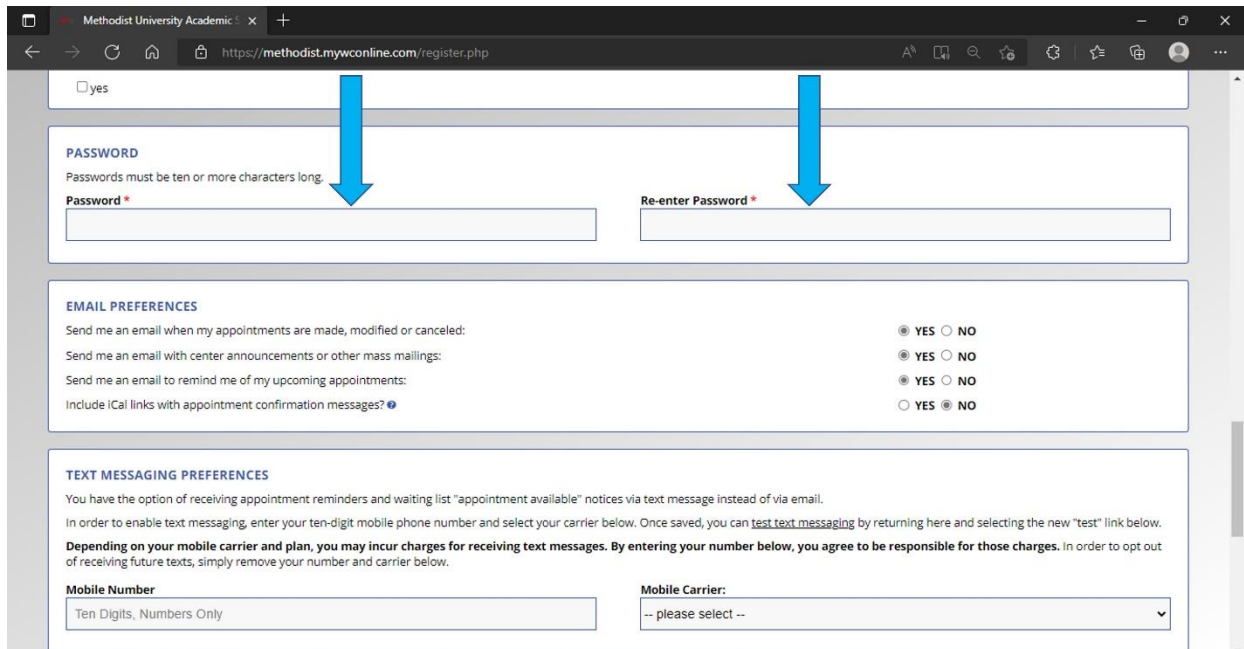
The screenshot shows a web browser window with the URL <https://methodist.mywconline.com/register.php>. The page features the Methodist University logo at the top. Below the logo, the heading "Register for a New Account" is displayed. A note states: "Fill out the form below in order to create a new account 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 registration form includes the following fields:

- Email Address *
- First Name *
- Last Name *
- Methodist University ID Number *
- Telephone Number *
- 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](#).



Methodist University Academic

https://methodist.mywconline.com/register.php

☐ yes

PASSWORD
Passwords must be ten or more characters long.

Password *

Re-enter Password *

EMAIL PREFERENCES
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
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 --

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 has a light gray background and a white content area. At the top, there is a checkbox labeled "yes". Below this is a "PASSWORD" section with a note: "Passwords must be ten or more characters long." It contains two input fields: "Password *" and "Re-enter Password *". A blue arrow points from the "PASSWORD" section down to the "EMAIL PREFERENCES" section. The "EMAIL PREFERENCES" section has a title "EMAIL PREFERENCES" and four questions, each with radio button options for "YES" and "NO":

- 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

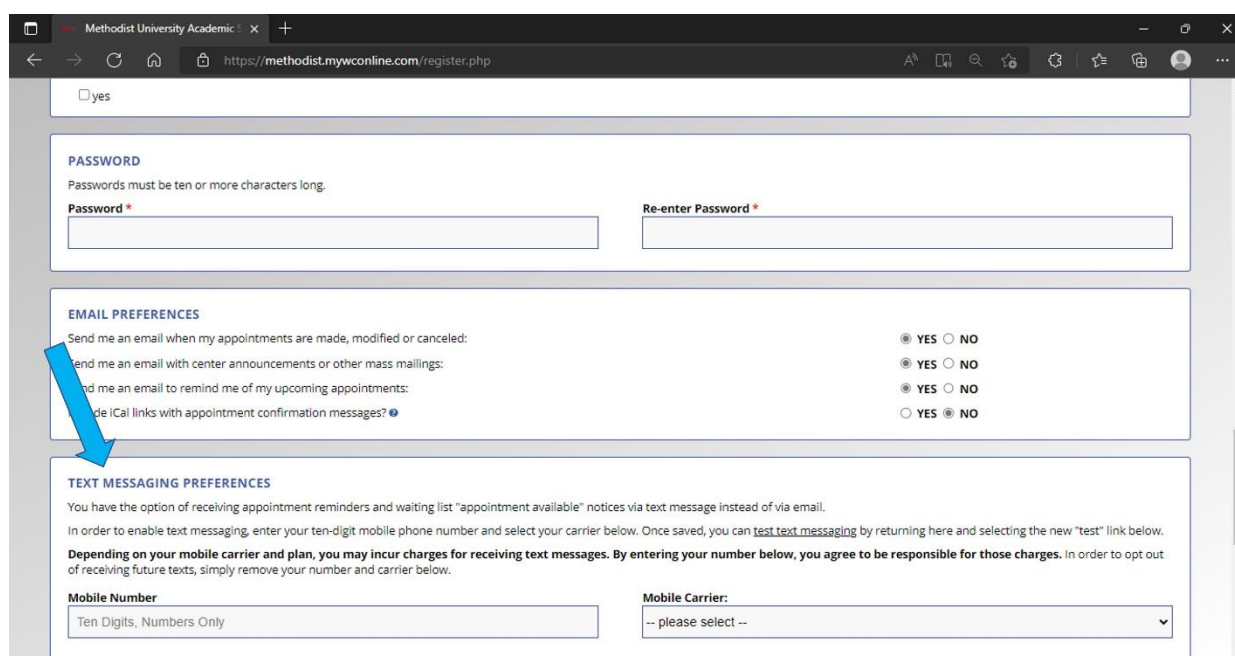
 Below the email preferences is a "TEXT MESSAGING PREFERENCES" section. It starts with a paragraph: "You have the option of receiving appointment reminders and waiting list 'appointment available' notices via text message instead of via email. In order to enable text messaging, enter your ten-digit mobile phone number and select your carrier below. Once saved, you can [test text messaging](#) by returning here and selecting the new 'test' link below." This is followed by a bolded 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. In order to opt out of receiving future texts, simply remove your number and carrier below." There are two input fields: "Mobile Number" (with a placeholder "Ten Digits, Numbers Only") and "Mobile Carrier:" (a dropdown menu with "-- 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](#).



Methodist University Academic's x +

https://methodist.mywconline.com/register.php

☐ yes

PASSWORD
Passwords must be ten or more characters long.

Password *

Re-enter Password *

EMAIL PREFERENCES

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

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

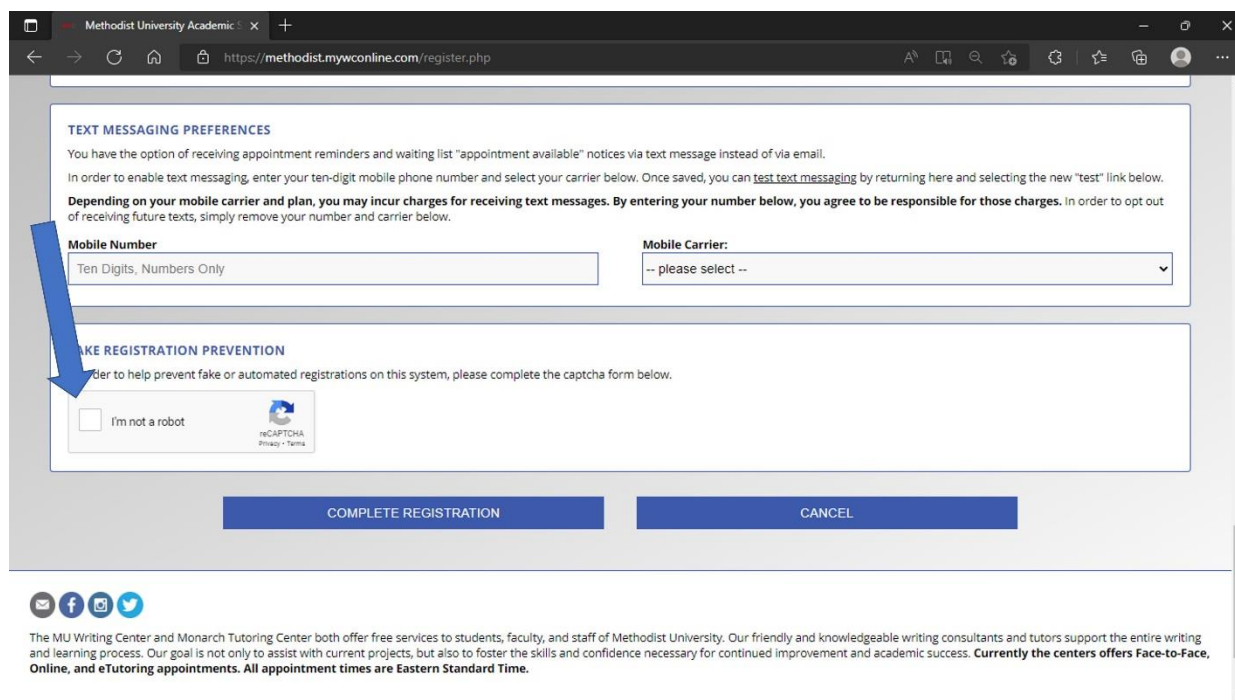
Mobile Carrier:
-- please select --

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 a "TEXT MESSAGING PREFERENCES" section. Below this, there is a "FAKE REGISTRATION PREVENTION" section. A blue arrow points to a checkbox labeled "I'm not a robot" next to a reCAPTCHA logo. The page also includes a "COMPLETE REGISTRATION" button and a "CANCEL" button. At the bottom, there is a footer with social media icons and a disclaimer about the MU Writing Center and Monarch Tutoring Center.

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

COMPLETE REGISTRATION **CANCEL**

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 has a light gray background with white content boxes. The first box is titled "TEXT MESSAGING PREFERENCES" and contains text about receiving appointment reminders via text message. It includes a "Mobile Number" input field with a placeholder "Ten Digits, Numbers Only" and a "Mobile Carrier" dropdown menu with "-- please select --". The second box is titled "FAKE REGISTRATION PREVENTION" and contains a checkbox labeled "I'm not a robot" next to a CAPTCHA image. At the bottom of the page, there are two blue buttons: "COMPLETE REGISTRATION" and "CANCEL". A large blue arrow points from the "FAKE REGISTRATION PREVENTION" box down to the "COMPLETE REGISTRATION" button. Below the buttons, there are social media icons for Facebook, Twitter, and YouTube, followed by a paragraph of text about the MU Writing Center and Monarch Tutoring Center.

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.