

## How to Schedule an In-Person or Online Tutoring Appointment in the ASC using WCONLINE

1. Visit [wilson.mywconline.com](http://wilson.mywconline.com).
2. Enter your Wilson email address WITHOUT the “@wilson.edu” suffix as your username and enter the same password you use for campus email and Canvas. If you are a new user, you will be asked to complete several questions about your student status. If you wish to receive text message alerts, please input your cellphone number and carrier information. If you would like to synch WOnline appointments with Google Calendar or Microsoft Outlook, answer “Yes” to the question “iCal?”
3. After your initial registration, you will simply need to enter your Wilson email address (without the suffix) and your Canvas/email password to login.

### Wilson College

**Please enter your username and password below.** This is the same username and password that you use for other services at your institution.

USERNAME:

PASSWORD:

4. Directly below your login, you'll also see a dropdown menu of campus services that includes Subject Tutoring, the Writing Lab, Supplemental Instruction, Reading Skills Instruction, and the Athletic Training Room. Select the service that you'd like to schedule. (Don't worry, though – there will be opportunities to view and select services once you login as well if you click the wrong service!) Click “LOG IN.”

CHOOSE A SCHEDULE:

▼

Check box to **stay logged in:**  ?

- Now you should see schedules for resources at the service you selected. If you want to book a session further in the future, click on the button that says "Next Week."

- When you scroll down, you'll see one week's worth of scheduled and available appointments. To schedule your own session, select the tutor with whom you would like to work. Click on any white time slot that corresponds to your schedule.

Sep. 4: TUESDAY	8:00am	9:00am	10:00am	11:00am	12:00pm	1:00pm	2:00pm	3:00pm	4:00pm	5:00pm	6:00pm
Karis Daniel	[Dark Blue]									[White]	[White]
Marianna Davidova	[Dark Blue]	[White]	[White]	[White]	[Dark Blue]						
Online Writing Lab	[Dark Blue]										
eTutoring appts. only	[Dark Blue]										
Victoria Yavor	[Dark Blue]										

- After you click on an available time, you'll be asked to provide a bit of information about the type of help you're seeking. Intake questions vary slightly by appointment type (subject tutoring, writing lab, reading skills instruction, or athletics).

Course:  \*

Professor:  \*

What type of assignment can we help you with today?  \*

What would you like to work on during this session with a tutor or staff member?  \*

8. Once you've provided your tutor with a bit of information, click "Save Appointment." You'll immediately receive a confirmation email at your Wilson address, and you'll receive a reminder email the evening before your appointment.

SAVE APPOINTMENT

CLOSE WINDOW