Scheduling an Appointment

Step 1: Log into WCONLINE

1. **Log into WCONLINE**

2. **Select "OWL/DE 2020" Schedule**

The first time you log in, you will be asked to complete a registration form. You only need to register once. Returning writers will input their email and password. Note: This password is not linked or the same as your PirateID password.

Writing Centers at East Carolina University

You have successfully logged out of the system.

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

caswelln@ecu.edu

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AVAILABLE SCHEDULES

○ OWL/DE Spring 2020

Check box to **stay logged in:** ☐ ❓

LOG IN

Having trouble logging in?
Reset your password.

Step 2: Schedule a UWC Appointment

1. **Click on any available white space** to reserve your appointment time. Appointments begin on the hour.

Bree ✎ ONLINE/CHAT & ETUTOR/FILE UPLOAD					
Emily B ✎ ONLINE/CHAT & ETUTOR/FILE UPLOAD					
Ewan ✎ ONLINE/CHAT & ETUTOR/FILE UPLOAD					
Gabby ✎ ONLINE/CHAT & ETUTOR/FILE UPLOAD					

PLEASE NOTE THE FOLLOWING COLOR KEY:
White: Appointment available
Light Gold: Appointment time filed
Blue: Unavailable time
Yellow: Your appointment
Green: eTutor/file upload appointment
Red: Online/chat room appointment

2. **By clicking on the available white time slot,** you'll launch the appointment form in a separate window. Complete all sections of the appointment form, including:
    - Online Appointment Type (eTutoring/file upload or chat room)
    - Assignment/instructor information
    - Writing Project Information
    - Summary of your Project's Status

Don't forget to attach your file at the end of the appointment form, whether you have a file upload or chat appointment.

3. **Click "Create Appointment"**
Once you've successfully made your appointment, you'll receive an email confirming your time.

NOTE: If you need to attach your project to an eTutoring appointment later, open up your appointment time (click on the now yellow slot) and scroll to the bottom of the pop-up. You'll select "edit appointment" to add your file.

Questions?
Email us at onlinewriting@ecu.edu. We are happy to help