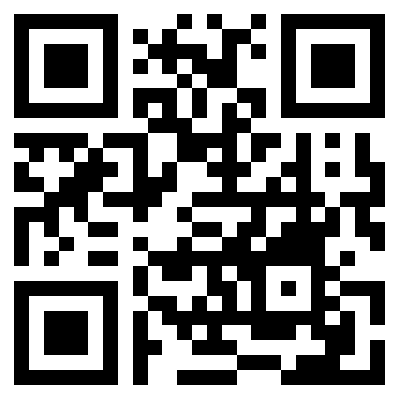
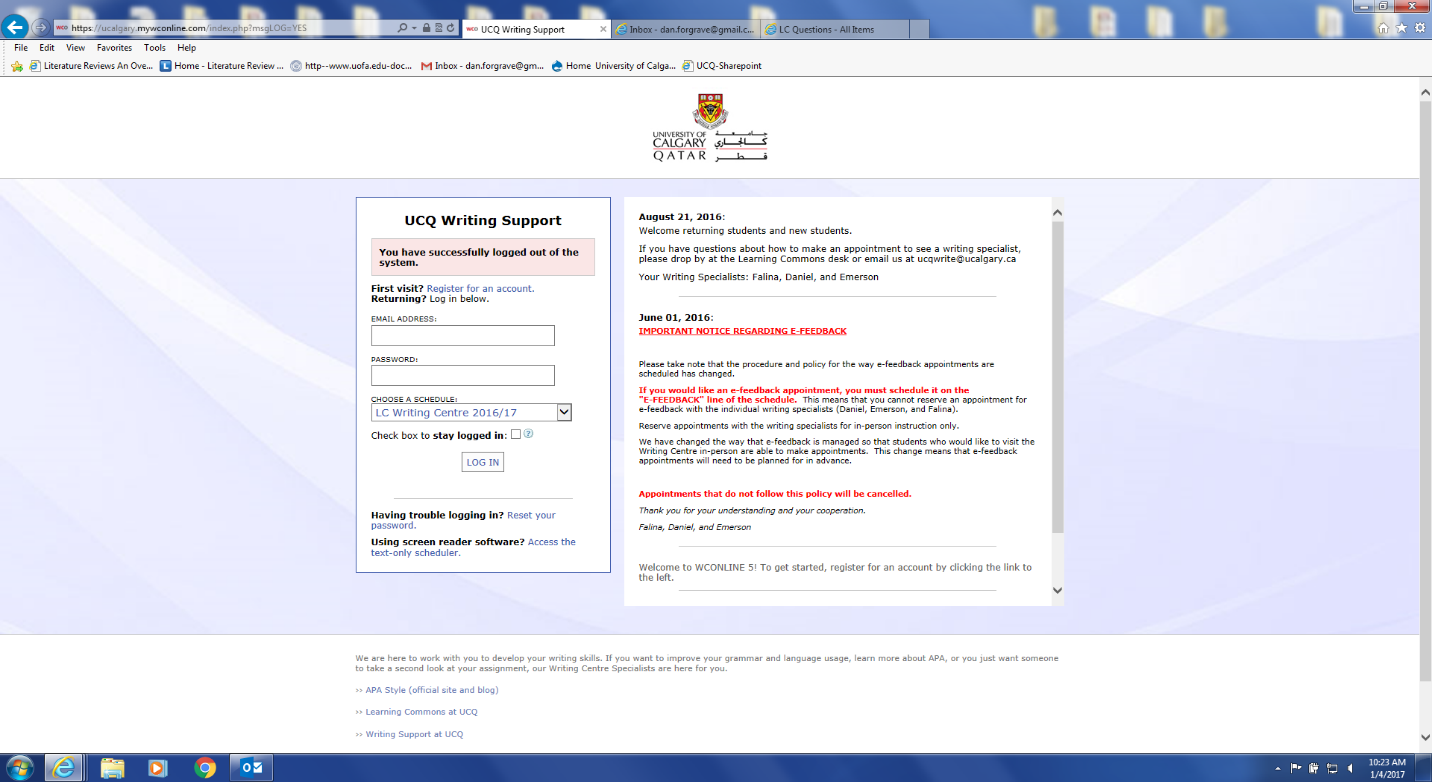
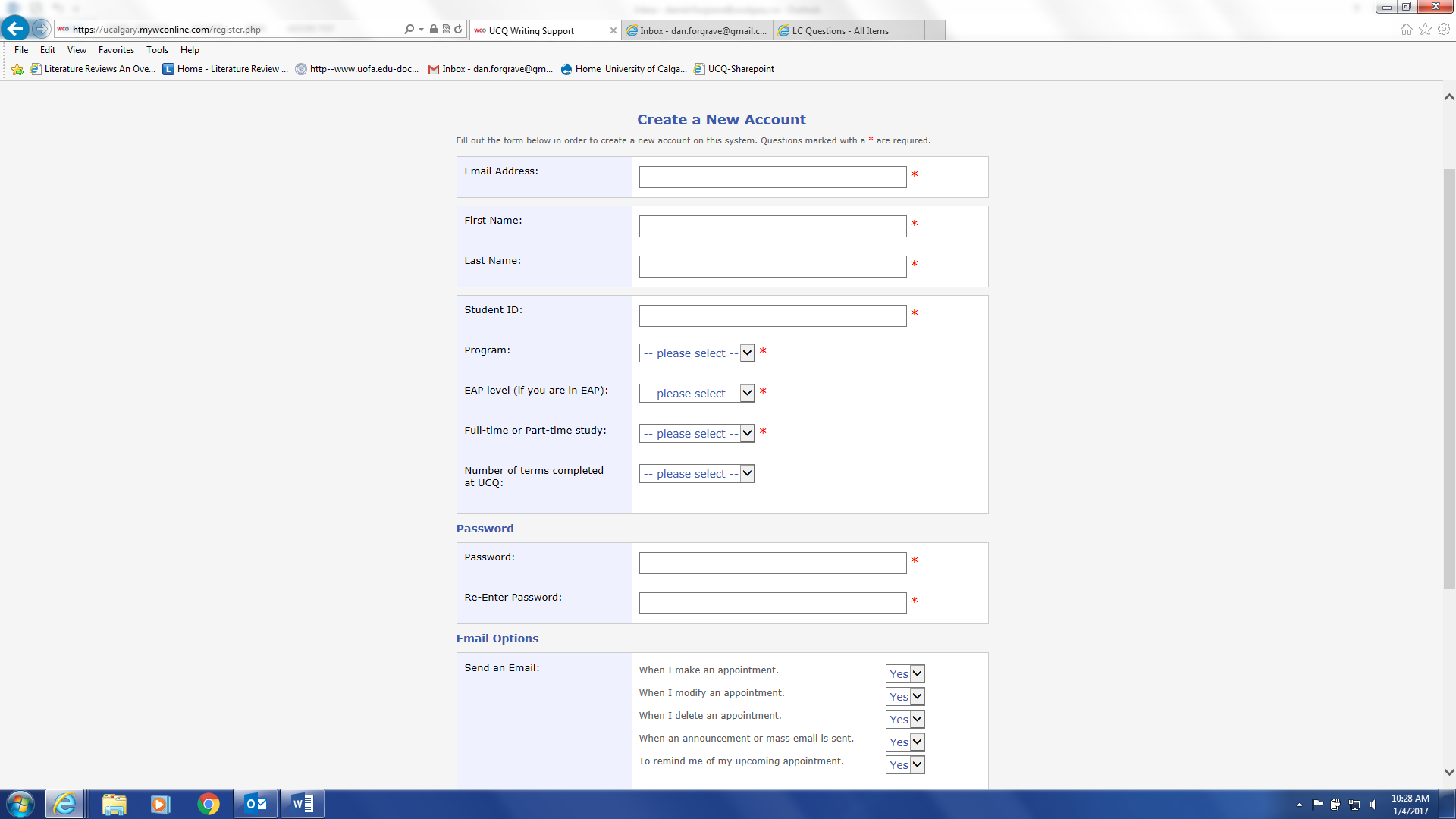
**How to Create an Account on WCOnline**



**1. Go to** [**www.ucalgary.mywconline.com**](http://www.ucalgary.mywconline.com)

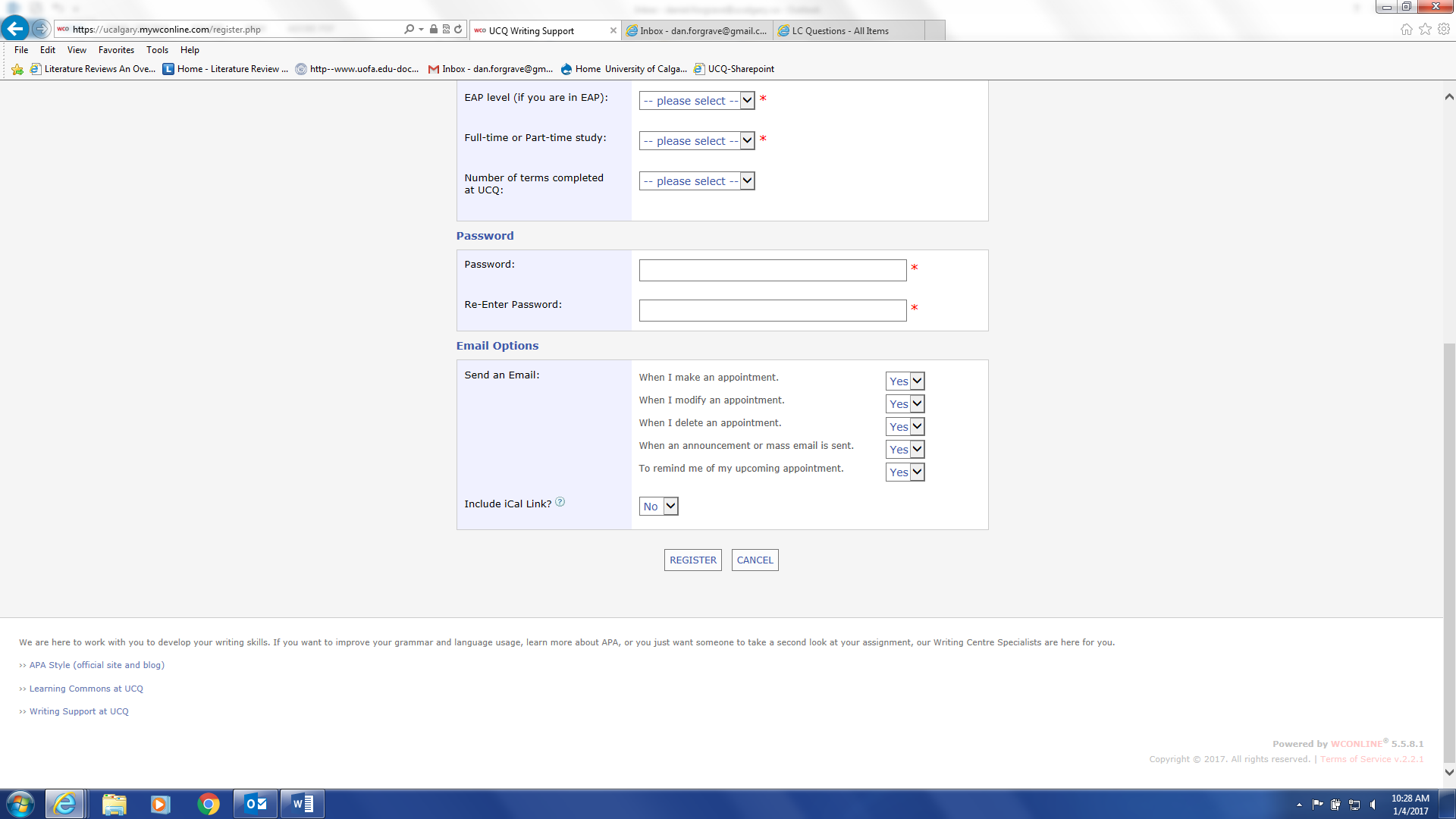
**2. Click on “Register for an account.”**

**3. Fill out the “Create a New Account” form. Use your UCQ email address.**



**4. Finish filling out the “Create a New Account” form. Use a password you can easily remember. Save the password on your phone in case you forget.**

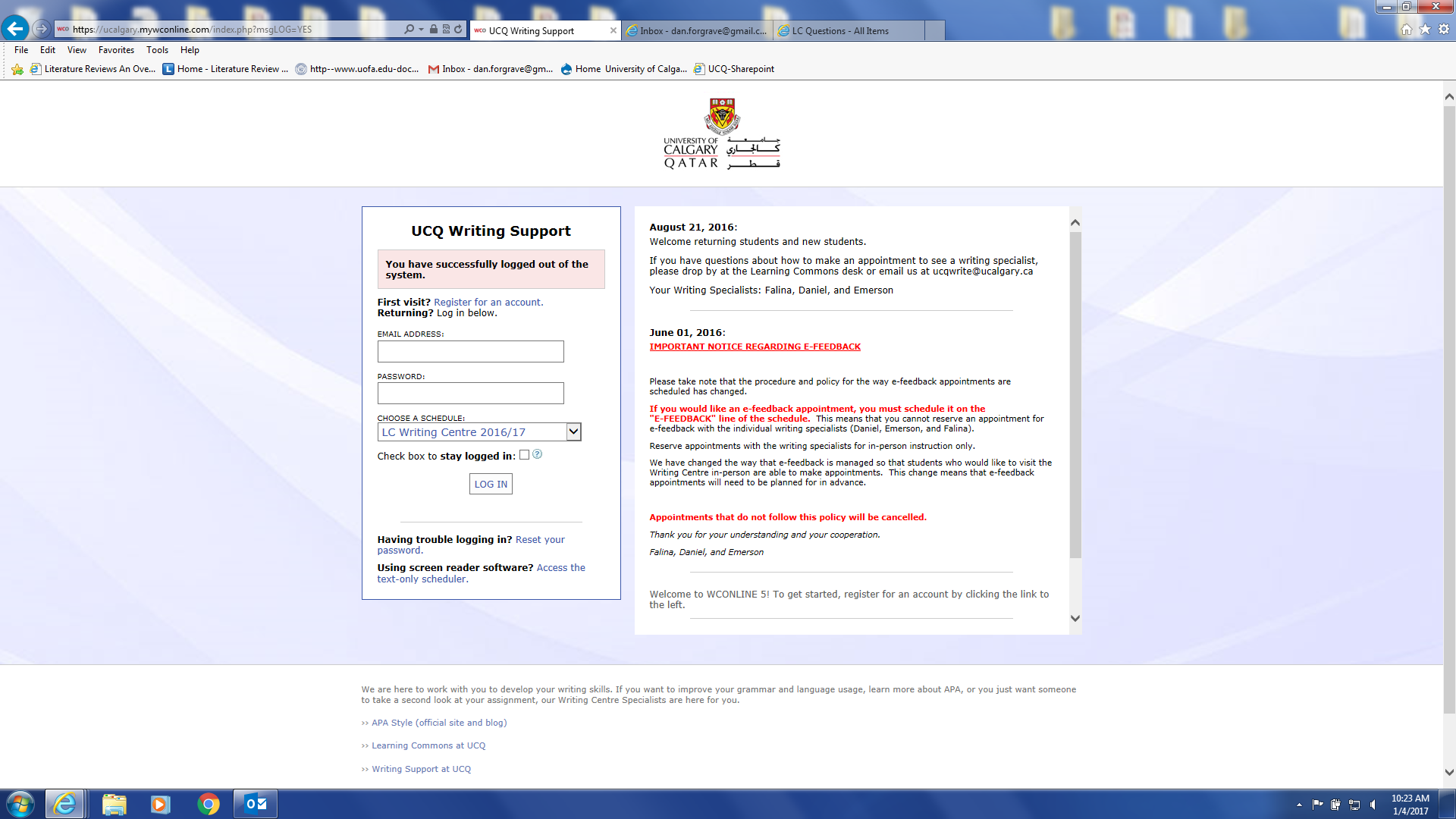
**Click “Register” when you have completed the form.**



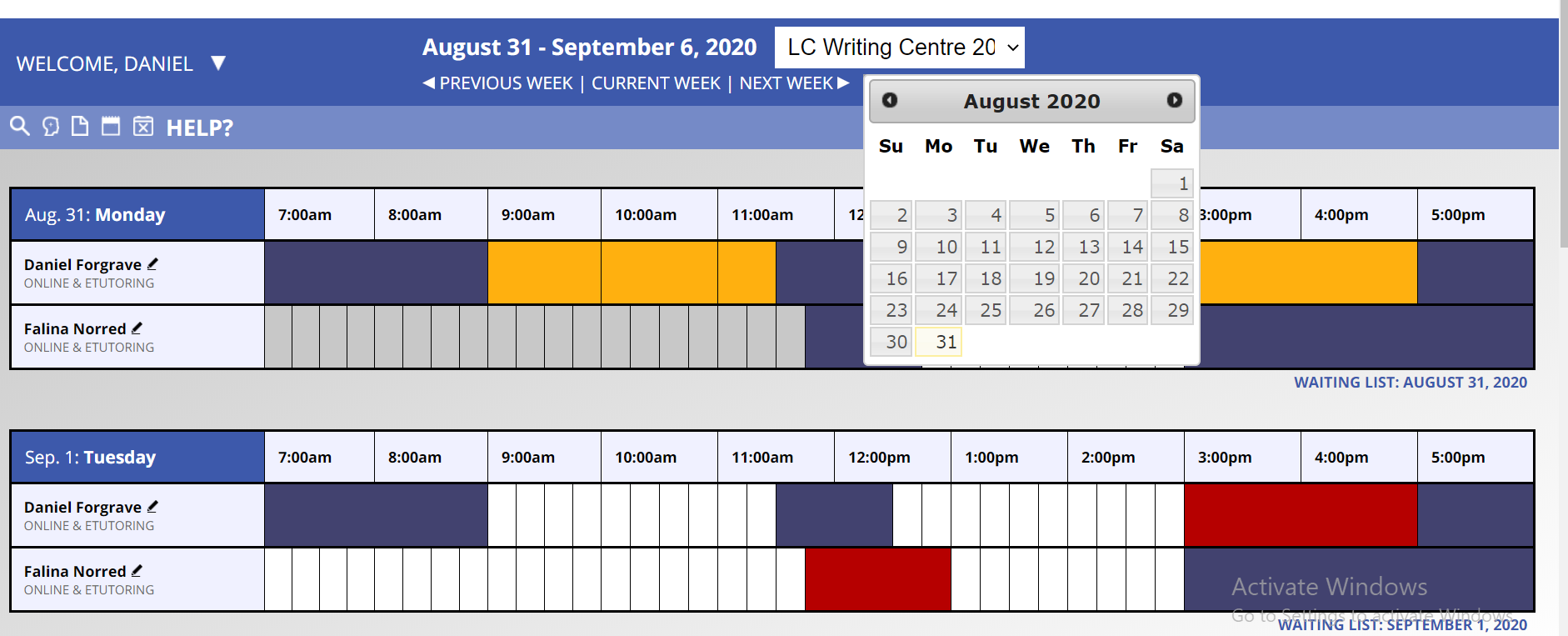
**How to Make an Appointment in WCOnline**

**1. Go to** [**www.ucalgary.mywconline.com**](http://www.ucalgary.mywconline.com)

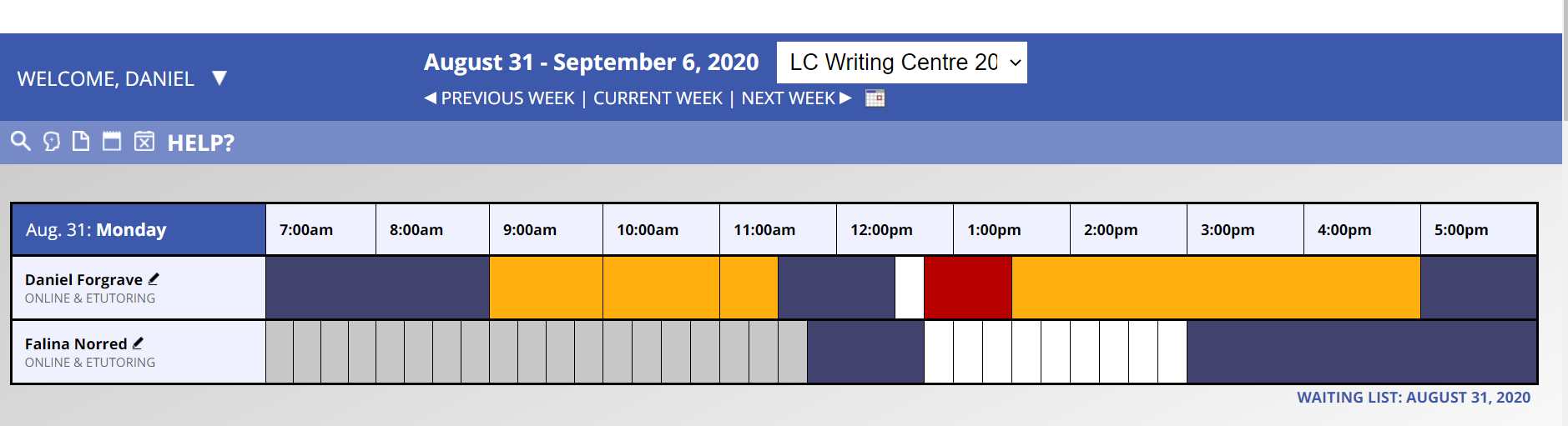
**2. Enter your username and password.**

**3. Click on “LOG IN.”**

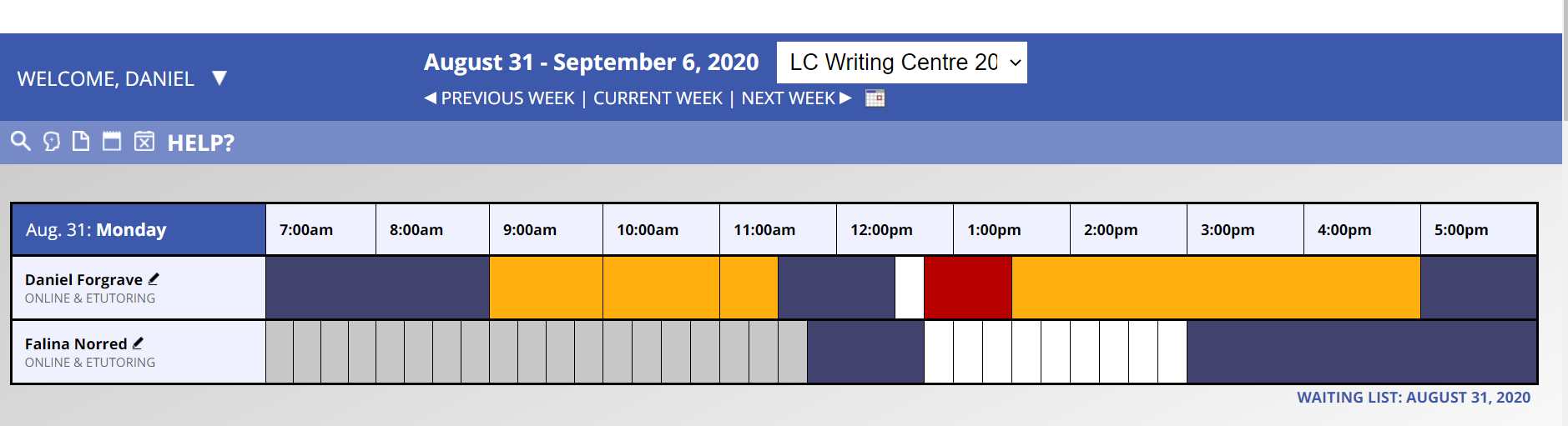
**4. Choose the date you would like to have an appointment.**



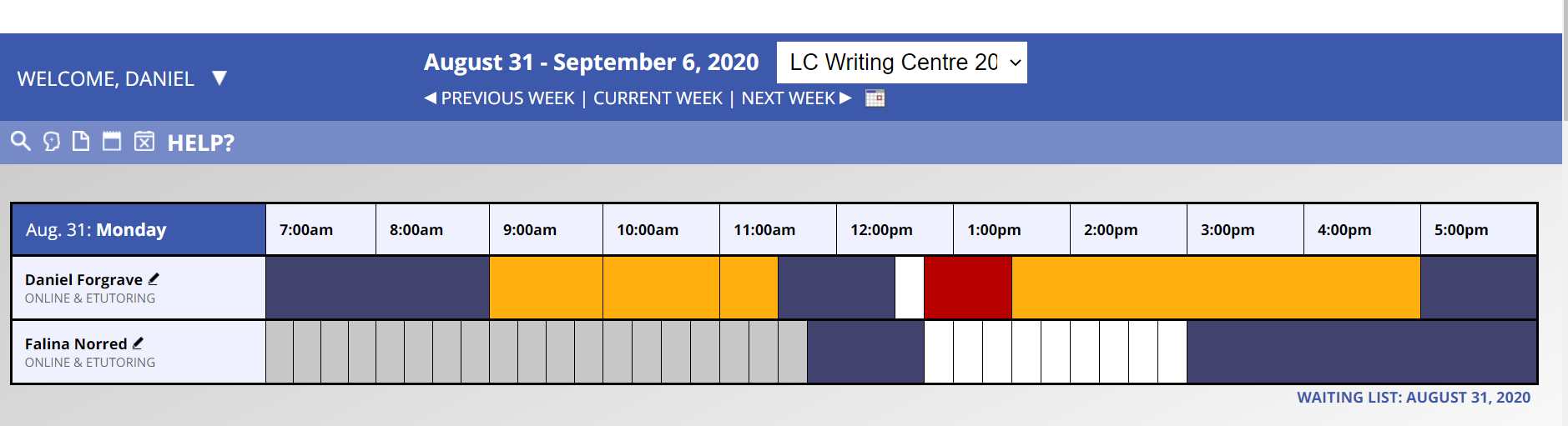
**5. Choose the LC Writing Centre 2021/2022 calendar for appointments with a Writing Specialist or the Librarians’ Schedule 2021/2022 for appointments with a Librarian.**



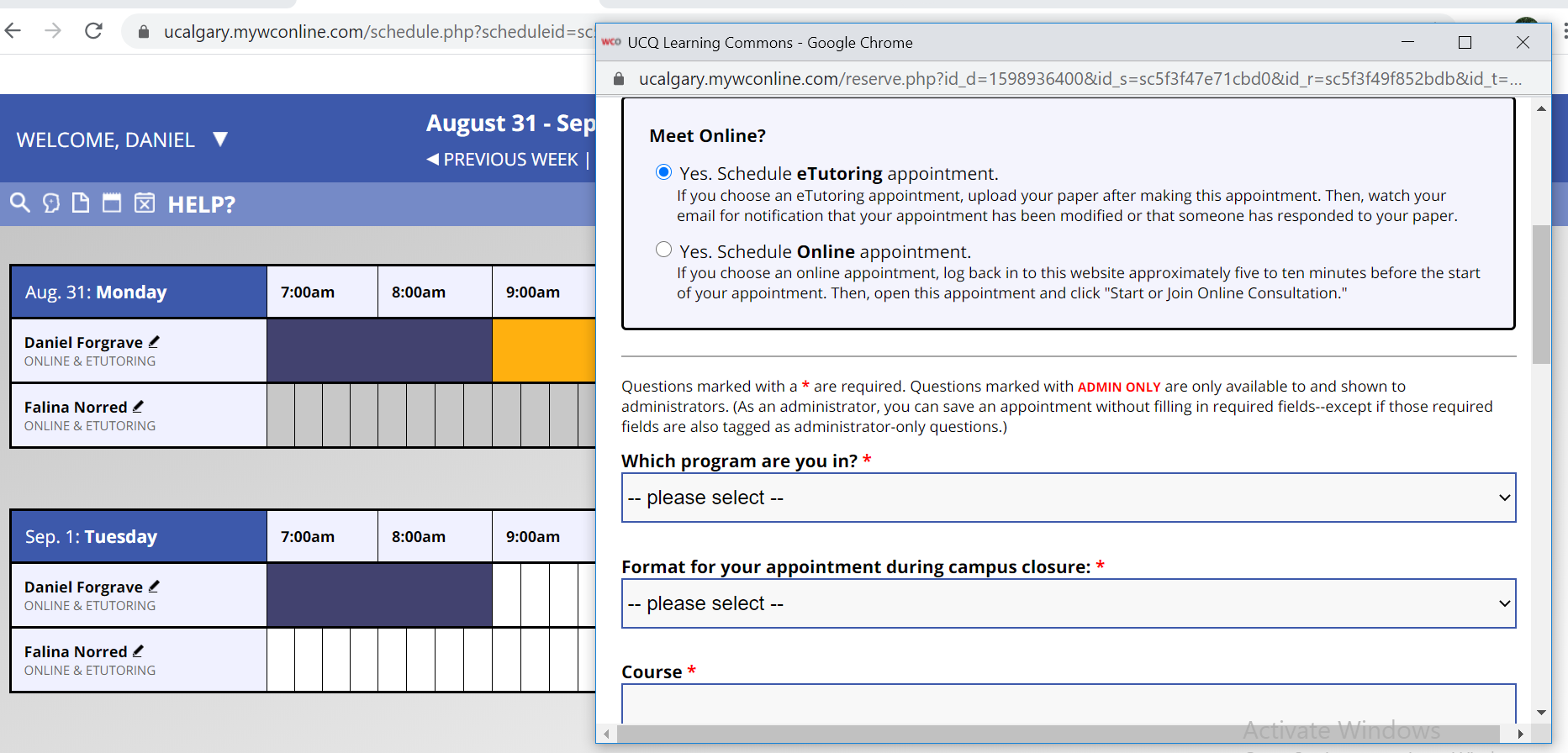
**6. Choose the Writing Specialist or Librarian you would like to see for your appointment.**



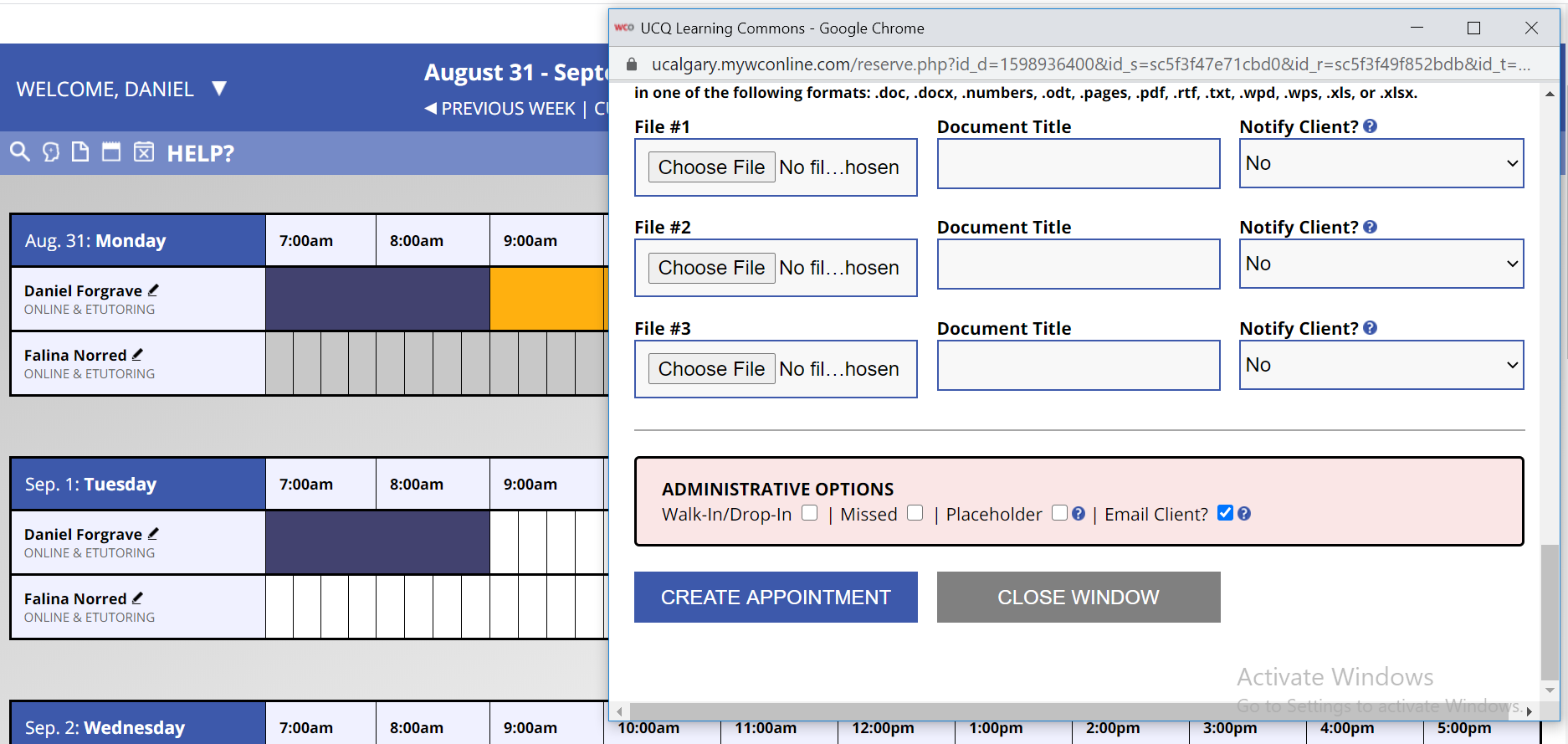
**7. Choose the time you would like your appointment to begin and click on that space. You can only book appointments in squares that are white.**



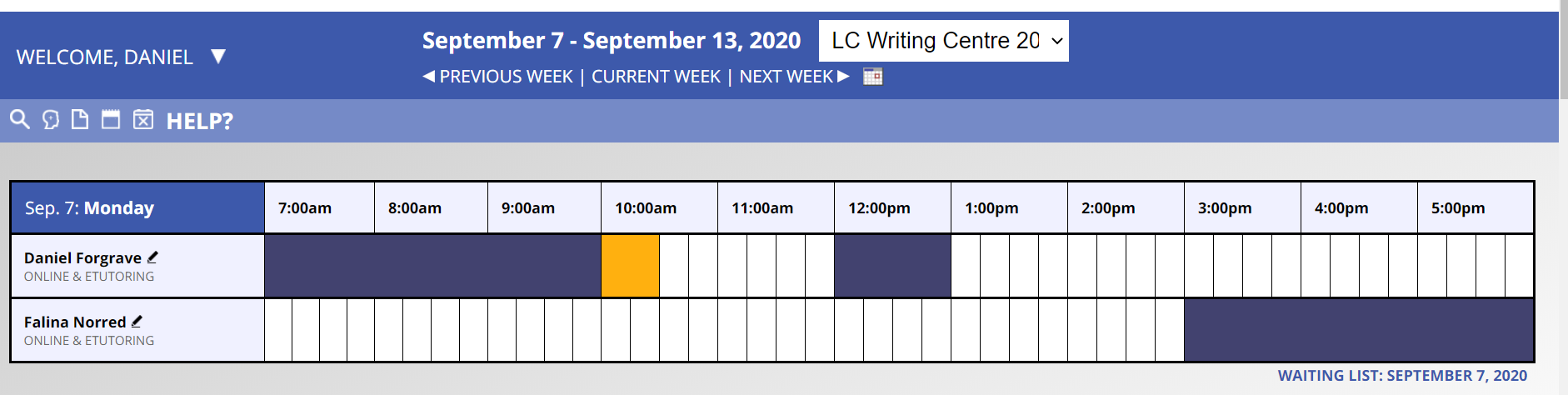
**8. Fill out all information in the appointment pop-out box.**



**9. Click on “CREATE APPOINTMENT.”**

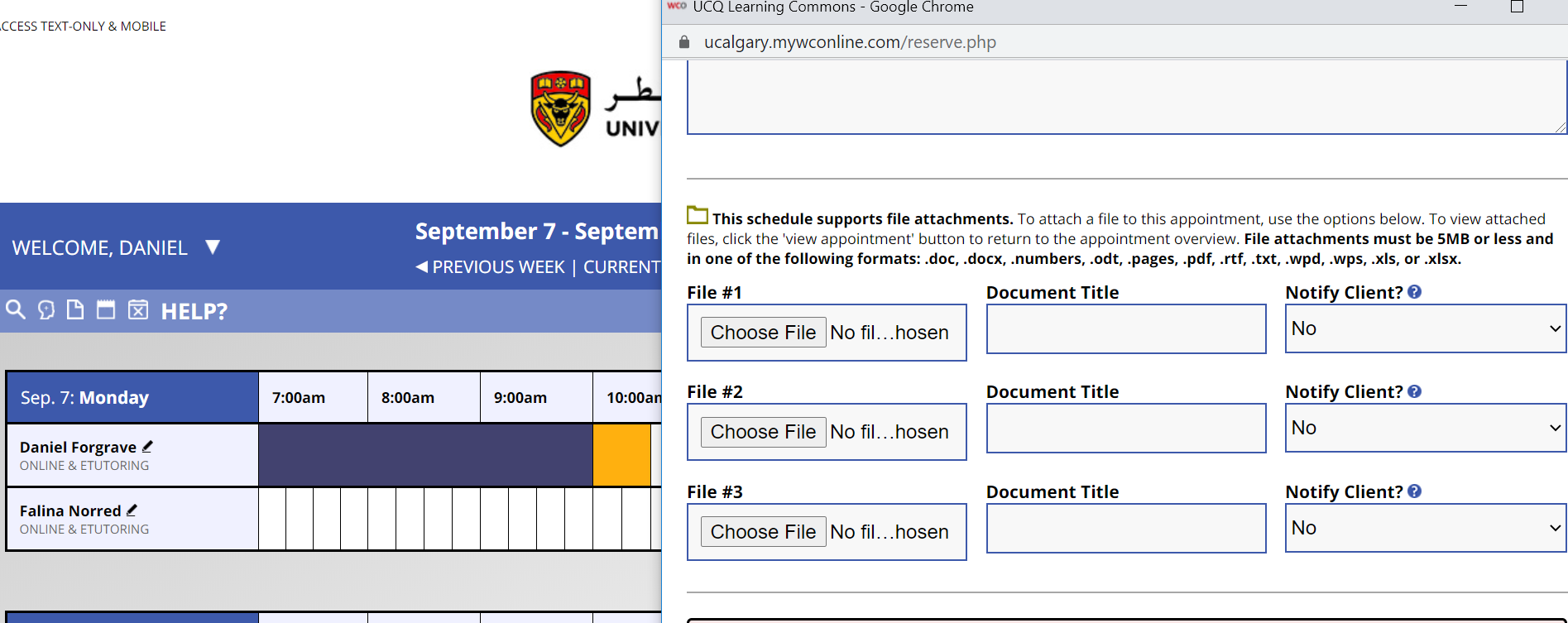


**10. Your appointment will appear in yellow in your WCOnline calendar.**



**11. Write down your appointment time in your personal calendar (either paper or electronic).**

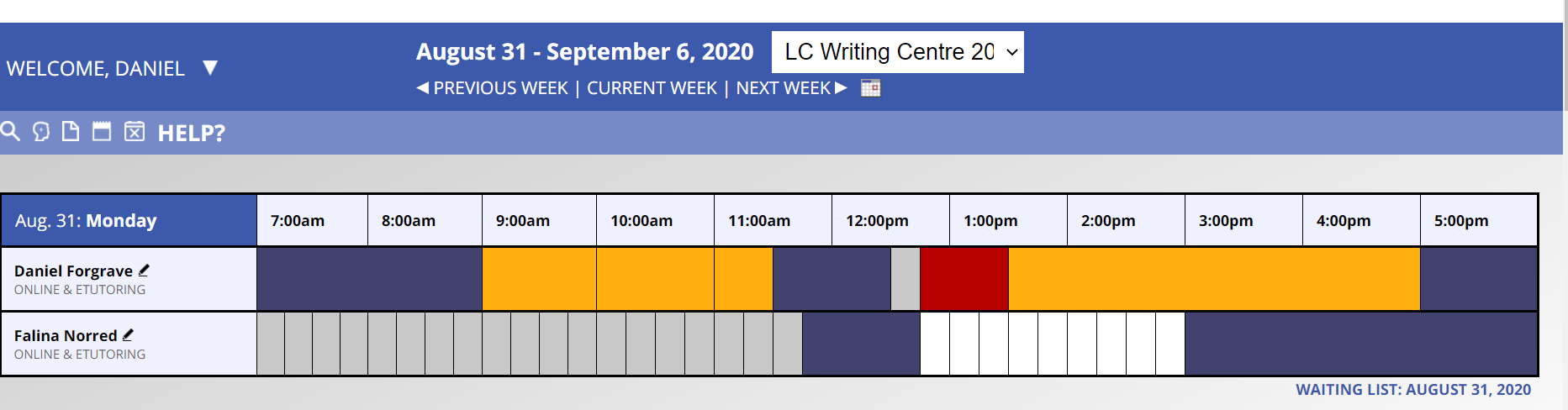
**12. Attach your assignment / document to the appointment at least one hour before your appointment.**



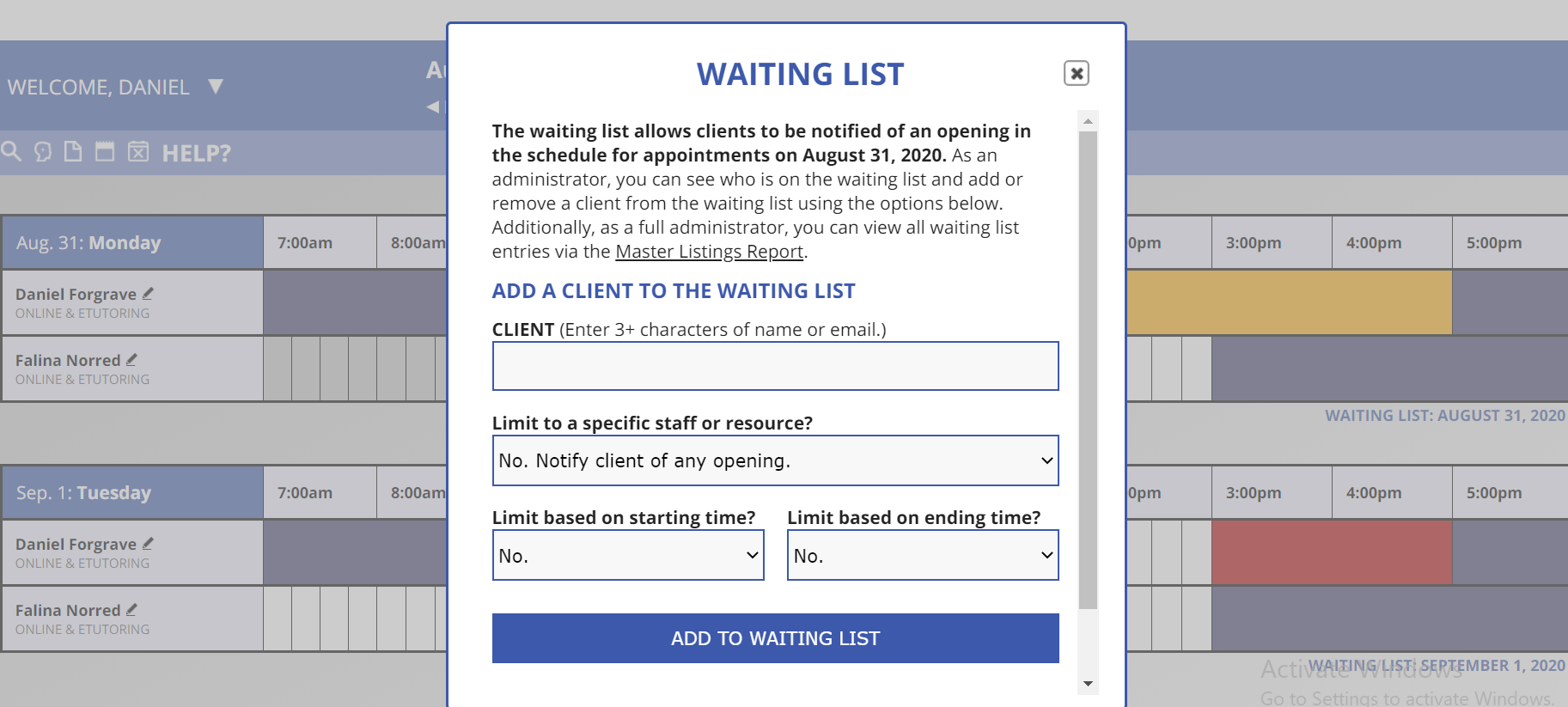
**How to Join the Waiting List in WCOnline**

**1. Log on to** [**www.mywconline.com**](http://www.mywconline.com)

**2. Click on “WAITING LIST”below the date you would like to have an appointment.**



**3. Complete the information in the pop-up box and click “JOIN THE WAITING LIST.”**



**4. WCOnline will send you an email if a cancelation happens. It is your responsibility to log in to WCOnline to make the appointment. WCOnline will not reserve appointments for you.**