

Creating an Account

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## Booking an Appointment

a	Go to uoft.me/writingcentres	→ C 🌲 q.utoronto.c	o.ca/courses/129347/external_tools/2997		
	OR	👔 📃 UT-Writir	UT-Writing-Centres > WCONLINE		
	Scan QR code!	۵ ۲			
	<b>I</b>	Home	WCONLINE Writing Centres		
			<ul> <li>To book, cancel, or view appointments at your home writing centre, please go to: UTSC Writing and Language Support (link)</li> </ul>		
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	国际建筑的	·			
b	Click on the UTSC Writing and Lang	guage Support			
	WCONLINE link.				
С	Fill in the "Register for a New Acc	count".	Pogister for a New Account		
			Fill out the form below in order to create a new account on this system. Once you've successfully registered be able to log in to the system immediately. Questions marked with a * are required.	, you'll	
			Email Address *		
You	can adjust your email notification p	references.	First Name * Last Name *		
You can also choose to include your phone number for			EMAIL PREFERENCES		
text notifications.			Send me an email when my appointments are made, modified or cancelled <b>O YES</b>	or 🔿 NO	
		$\rightarrow$	Send me an email with centre announcements or other mass mailings: <b>• YES</b> or (	) NO	
			Send me an email to remind me of my upcoming appointments: • YES or • NO Include iCal links with appointment confirmation messages? • • YES or • NO		
Please note, <b>not all phone carriers are listed</b> . Even if you					
do not provide your phone number, you will receive			TEXT MESSAGING PREFERENCES		
notifications via email.			You have the option of receiving appointment reminders and waiting list "appointment ava message instead of via email.	lable" notices via text	
			In order to enable text messaging, enter your ten-digit mobile phone number and select yo saved, you can <u>test text messaging</u> by returning here and selecting the new "test" link belov	ur carrier below. Once v.	
			Depending on your mobile carrier and plan, you may incur charges for receiving text your number below, you agreee to be responsible for those charges. In order to opt ou texts, simply remove your number and carrier below.	messages. By entering t of receiving future	
			Mobile Number Mobile Carrier:		
			Ten Digits, Numbers Only please select •		
C	Review your completed informa	tion and compl	ete the registration.		
	FAKE REGISTRATION PREVI	ENTION			
	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

## How to Book WCONLINE Appointments



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Booking an Appointment Creating an Account 2 Welcome, CTL Schedules 🔻 Clock In Once signed into WCONLINE, use the drop-menu to select a Winter 2023 Writing Support Winter ACM Embedded Writing Support (Winter 2023) your desired program. CSCD03 Writing Support (Winter 2023) February 2 ELD:Reading Writing Excellence (RWE) W23 Previous Week English Language Development Consults Winter 2023 Fall 2022 Writing Support Welcome to Use the legend to understand when slots are available or booked. Grad Writing Support Winter 2023 semester. Whe POLA02 Writing Support (Winter 2023) appointment Jul. 3: Friday 9:00am 10:00am 11:00am 8:00am White squares are available appointments. To book, just click on the white square on the and you will receive an email (or text) if a tutorial becomes available Mina Arakawa Unavailable Your Available Booked Time Confirmed Session Session Booking Create New Appointment Select the available appointment and confirm your date, time, tutor, and whether your appointment is online or in-Friday, Feb. 24, 2023 | 11:30 am to 12:30 pm ~ Paul Raymont (in-person and online) | Winter 2023 Writing Suppo person. APPOINTMENT LIMITS: Appointments must be 1 hour in length You will receive an email confirming your appointment. Meet Online? 🖸 No. Schedule Face-to-Face appointmer Yes. Schedule Online appointment. On the day of your appointment: Open up your confirmation email If you choose an online appointment, log ack in to this website approximately five to ten minutes before the start of your appoint nt. Then, open this appointment and click "Start o and reconfirm if your appointment is ONLINE or FACE-TO-FACE. If Join Online Consultation your appointment is FACE-TO-FACE (in-person), go to room AC313 Appointment Details Ouestions marked with a \* are required and check in at the front desk. On the day of your appointment: If your appointment is ONLINE click on the email confirmation which includes the link to WCONLINE where you are able to click back on the selected appointment box. In the new window, click on the yellow box indicating your appointment, then

click "Start or Join Online Consultation".

