

# How to Book WCONLINE Presentation Skills Appointments

## 1 Creating an Account

a Go to [uoft.me/writingcentres](https://uoft.me/writingcentres)

b Click on **UTSC Writing and Language Support**.

c Fill in the "Register for a New Account".



## 2 Booking an Appointment

### Register for a New Account

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.

**Email Address \***

**First Name \*** **Last Name \***

**Student ID \***

**telephone number**

#### EMAIL PREFERENCES

Send me an email when my appointments are made, modified or cancelled:  YES or  NO  
Send me an email with centre announcements or other mass mailings:  YES 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

#### 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** **Mobile Carrier:**


 

You can adjust your email notification preferences.  
You can also choose to include your phone number for text notifications.

Please note, **not all phone carriers are listed**. Even if you do not provide your phone number, you will receive notifications via email.

d Review your completed information and complete the registration.

**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 

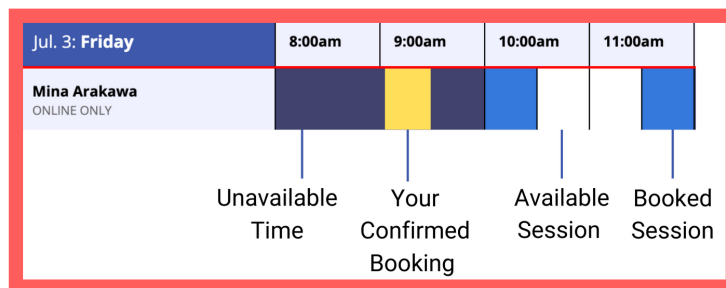
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## 2 Booking an Appointment

- a Once signed into WCONLINE, use the drop-menu to select the Presentation Skills calendar.

- b Use the legend to understand when slots are available or booked.



- c A new window or tab will appear, where you can select the available appointment and confirm your date, time, and tutor. Fill in the necessary information using the drop-down menus. Upload any necessary documents and click "Create Appointment".

- d You will receive an **email confirming** your appointment.

- e **On the day of your appointment:** click on the email confirmation which includes the link to WCONLINE where you are able to click back on the selected appointment box

- f **On the day of your appointment:** In the new window, click on "Start or Join Online Consultation"

**MEET ONLINE? ONLINE**  
If you choose an online appointment, log back in to this website approximately five to ten minutes before the start of your appointment. Then, open this appointment and click "Start or Join Online Consultation."  
**START OR JOIN ONLINE CONSULTATION**