How to: WCONLINE

Making An Appointment

KU THE UNIVERSITY OF
KANSAS
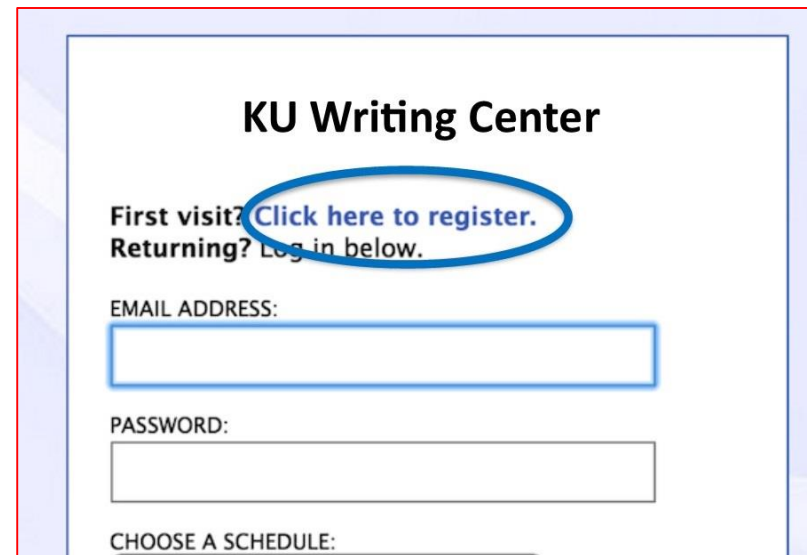**KU Writing Center**

New User Registration

1. You will be asked to sign in with your KU ID.
2. If you are not prompted to enter your KU ID and are instead see a similar box such as to the right, select "Click here to register."
3. After completing either 1 or 2, you will be taken to the "Create a New Account" screen.

You will only need to do this once as a first time user.

KU Writing Center

First visit? Click here to register.
Returning? Log in below.

EMAIL ADDRESS:

PASSWORD:

CHOOSE A SCHEDULE:

Creating a New Account

- Make sure to use a **valid email address**. *Important information will be sent to that address regarding your appointment(s).*

- Fill out all of the required information, denoted by red asterisks.

- Choose when you would like the Writing Center to email you regarding appointments or announcements.

- You can receive text message reminders, but this is **not required**.

- Review your information.

- Click **Register**
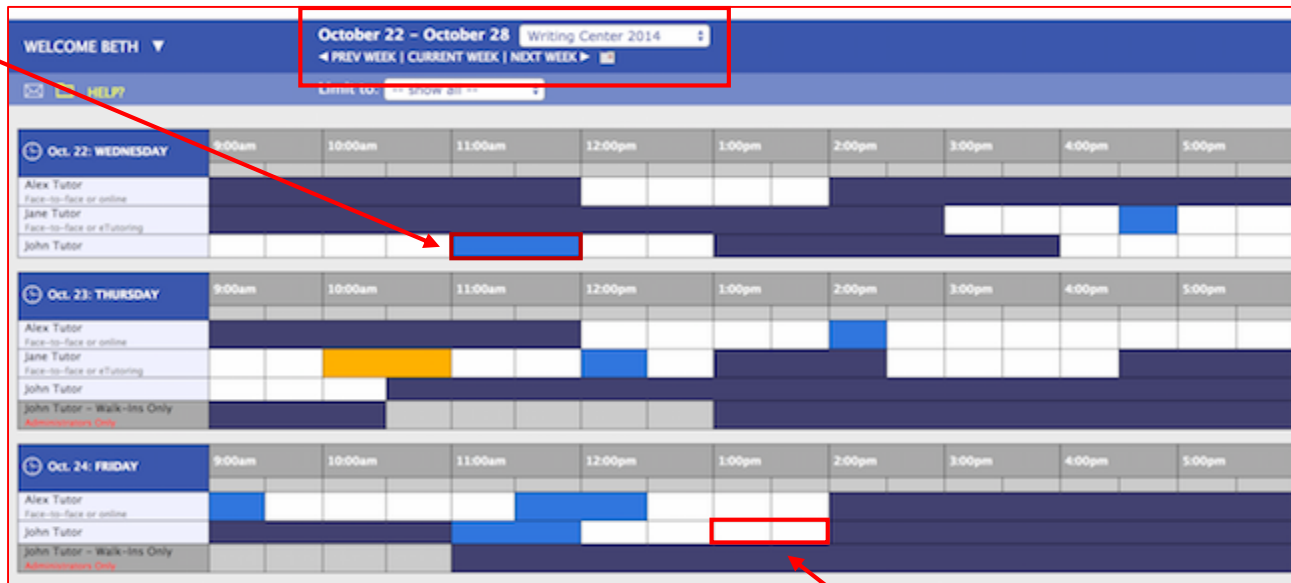
Select an appointment time:

Filled times will show in blue. This means that the appointment time is taken.

Select the location in this drop down menu.

Then, search for your desired date by clicking "next week" until you find the date you need.

White boxes are open appointment times.
Blue boxes are filled appointment times.
Yellow boxes are your booked appointments.

Once you find a time that works, double left click on that white box.

Color Code:

White → Open/Available Times

Blue/Black → Filled/Unavailable Times

Yellow → Your Appointment

Make an appointment:

1. Undergraduate appointments are 40 minutes in length. Graduate appointments are 1 hour in length.
2. You can see information regarding the consultant at the top of the dialogue box.
3. Fill out the required information, denoted by the red asterisks.
4. These questions may vary depending on the appointment time you select.

Once you have filled in the required information, click **Save Appointment**.

You now have a WC appointment!

- If you chose to receive reminders when you registered, you will receive a reminder email before your appointment time.

- Take note of the time and location of your appointment.

We look forward to seeing you!

- For instructions regarding **appointment cancellation**, continue reading.

If you miss more than two appointments, you will no longer be permitted to make KU Writing Center appointments online.

Cancelling an appointment:

- To cancel an appointment, search for your appointment time. (The block will be yellow.)

- Double left click on that yellow box.

- Click **Cancel This Appointment**.

- You will receive an email notification.

- You will see the yellow box become white, which means that the time is now available.