Making Appointments with WCONLINE
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WCONLINE is a convenient way to make tutoring and other appointments in the Information Commons. To get started, go to the WCONLINE scheduler [www.usfsm.mywconline.com].

Create an Account

First time users should click on the link that says "Click here to register."

![Creating a WCONLINE Account](image-url)
You must create a new account to register for an appointment. Complete all of the required fields like you would for any web service. Only students are required to enter their U-Number, graduation year and major (staff and faculty may enter “n/a” in these fields).

When you are finished filling out the registration form select “REGISTER” at the bottom of the page.

**Figure 2: New Account Registration Screen**

**Log In and Select Your Schedule**

Once you have selected “REGISTER,” you will be sent back to the login screen. Enter your email address and password. From the drop down menu, located under password field, select the schedule you would like to view. Once selected, click “LOG IN.”
Once you log in you will see your selected schedule. To switch between available schedules, use the drop down menu located towards the top of the page.

Figure 4: Schedule View
Schedule an Appointment

Timeslots are organized by day and staff person. White boxes indicate available times, colored boxes indicate times that are unavailable. To make an appointment, click on the timeslot box for the date, time, and person you want to make your appointment with.

![Image of scheduling calendar]

**Figure 5: Selecting a Timeslot**

When you click on your desired timeslot, a pop up will appear. At the top you will find information relating to the staff person you are scheduling to see, as well as other relevant details. Below are spaces for you to set the length of the appointment and to provide details regarding what you need help with. Please complete all of the required fields.
Once you enter all the required information, select “SAVE APPOINTMENT.”

After you saved your appointment details you will receive a message stating that your appointment has been successfully made. If relevant, you will also be presented with the opportunity to attach a file to your appointment. This is important if, for example, you are making an eTutoring appointment with a writing consultant (if you are not ready to attach a file at the time you make your appointment, you may do so later).
Attaching Files and Modifying/Canceling Appointments

You can add files to your appointments, modify the information you provided, and cancel appointments at any time from the schedule view. Your scheduled appointments will appear in yellow - simply click the timeslot to make changes or cancel.

![Scheduled Appointment](https://usfsm.mywconline.com/schedule.php?focus=&scheduleid=1536a79e95339&date=05-13-2014)

**Figure 7: Scheduled Appointment**

If it enabled for the schedule that you are viewing, you can attach files to your appointments by clicking the yellow folder icon underneath your name towards the top of the page.

![File Attachment Icon](https://usfsm.mywconline.com/schedule.php?focus=&scheduleid=1536a79e95339&date=05-13-2014)

**Figure 8: File Attachment Icon**

Getting Help

If you have any questions or trouble making an appointment please contact Learning Support Services or the Information Commons Academic Resource Desk (we will be happy to help!).

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941-359-4225

**Learning Support Services**
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