

LOG INTO WCONLINE VIA AUACCESS

1. Log into AU Access.
2. On the “My Academics” tab, scroll down to “My Academic Tools.”
3. Click the MWC icon.

The first time you log in, you will be asked to complete a brief information form. Please provide all the information requested to complete your registration with WCONLINE.

Returning users will be taken directly to the schedule view.



NAVIGATE TO YOUR PREFERRED DATE, TIME, AND LOCATION

Once you are logged in, you will see the MWC schedule for the next seven days.

1. The schedule will default to the RBD Library, but there are multiple locations to choose from. Use the drop-down menu located next to the dates at the top of the page to select other location schedules.



2. Use the week navigation arrows and calendar option to schedule an appointment for a future date.



3. If you need assistance with a particular type of project or in a language other than English, use the “Consultant Specialization” drop-down menu to filter the schedule based on consultants’ areas of specialization. Specialties include a variety of languages, fields, citation styles, and other forms of writing.



SCHEDULE AN MWC APPOINTMENT

1. Click any available white space to select the start time of your appointment and the consultant you wish to work with. Consultants are available for face-to-face appointments, online appointments, or both types of appointments. If you have a preferred appointment type, use the text below the consultants' names to determine which types of appointments they can support.

May 26: Tuesday	1:00pm	2:00pm	3:00pm	4:00pm
Marina FACE-TO-FACE & ONLINE				
Raven ONLINE ONLY				
Henry				

WAITING LIST: MAY 26, 2020

WCONLINE uses the following colors in the schedule view:

- White: Appointment available
- Blue: Appointment time filled
- Gray: Location closed
- Yellow: Your appointment

If you are unable to identify an available time that works with your schedule, click the “Waiting List” option below your preferred day(s). You will be notified if an appointment becomes available on the selected day(s).

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2. Once you select an available time slot, an appointment form will launch in a separate window. Complete all sections of the form, including:

- Appointment type (face-to-face or online)
- Writing project information
- Assignment/instructor information
- Accessibility needs

3. Click “Create Appointment” at the bottom of the form. You will receive an email confirming the date, time, and location of your appointment. If you have any questions, please contact the front desk at (334) 844-7482.