

Step 1: Login to WOnline via AUAccess

1. Login to AUAccess

2. Scroll down to "My Academic Tools"

3. Click on the MWC Icon

The first time you login, you will be asked to complete a brief information form. Please provide all the information requested to complete your registration with the WOnline system.

Returning users will be taken directly to the appointment scheduler.

NOTE FOR STUDENTS WHO ALREADY HAVE A WCONLINE ACCOUNT:

You will no longer be able to login to WOnline at auburn.mywconline.com

and must login via AUAccess. Please delete any bookmarks or shortcuts to the WOnline login page.



Step 2: Schedule an MWC Appointment

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

1. Use the **drop down menu** located next to the dates at the top of the page to **select any other location schedules**.

The schedule will default to the "Learning Commons, RBD" location, but there are multiple locations to choose from.



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



3. If you need assistance with a particular type of project or in a language other than English, **use the "Limit to" drop down menu to filter the schedule based on the consultant's areas of specialization**. Specialties include a variety of languages, fields, citation styles, and other forms of writing.



(Continued next page...)

Step 2 (continued): Schedule an MWC Appointment

4. **Click on any available white space** to select the start time of your appointment and the tutor you wish to work with.

May 22: MONDAY	1:00pm	2:00pm	3:00pm	4:00pm
Alex L Face-to-face or online	Blue	Blue	Gray	Gray
Jose Face-to-face or online	White (bordered)	Blue	Blue	Gray
Lilia Face-to-face or online	White	Blue	White	Gray

PLEASE NOTE THE FOLLOWING COLOR KEY:

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

5. **Click on the available time slot** to launch the appointment form in a separate window. Complete all sections of the appointment form, including:

- Meet online? (if applicable - [click here for more information on online appointments](#))
- Course/instructor information
- Assignment information

6. **Click “Save Appointment.”** Once you’ve successfully made your appointment, you will receive an email confirming the time, location, and tutor you’ve selected.

Directions to your chosen location are located on our [Hours & Locations](#) web page.

Questions?
Call the MWC Front Desk at (334) 844-7482. We’re happy to assist you!