Step 1: Log into WCONLINE via AUAccess

1. Log into AU Access
2. Scroll down to “My Academic Tools”
3. Click on 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 the WCONLINE system.

Returning users will be taken directly to the appointment scheduler.

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 “RBD Library” 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 consultants’ areas of specialization. Specialties include a variety of languages, fields, citation styles, and other forms of writing.
Scheduling an MWC Appointment

Step 2: Schedule an MWC Appointment (continued)

4. **Click on any available white space** to select the start time of your appointment and the consultant you wish to work with. Please note that only select consultants are available for online appointments. If you wish to schedule an online appointment, be sure to choose a consultant with “Online” listed below their name.

<table>
<thead>
<tr>
<th>Jun. 14: Friday</th>
<th>9:00am</th>
<th>10:00am</th>
<th>11:00am</th>
<th>12:00pm</th>
</tr>
</thead>
<tbody>
<tr>
<td>Marina</td>
<td></td>
<td></td>
<td>Blue</td>
<td></td>
</tr>
<tr>
<td>Face-to-face &amp; Online</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Raven</td>
<td>Blue</td>
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<td></td>
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<tr>
<td>Face-to-face &amp; Online</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Henry</td>
<td></td>
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</tr>
</tbody>
</table>

**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 Tutor Online?  • (if applicable - [click here for more information on online appointments])
   - Writing project information
   - Assignment/instructor information
   - Accessibility needs (if applicable)

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

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

Questions?

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