# WAGNER WRITING CENTER SCHEDULING INSTRUCTIONS

Welcome! Wagner College has implemented an online system to schedule appointments with our writing tutors. Here is a step-by-step breakdown of our user-friendly system!

GETTING STARTED:

1. Go to wagner.mywconline.com Click on Click here to register.

Fill out your information. (Suggestion: Use your All Access Pass password so it is easy to remember your log-in info.)

You will be returned to the start page. Use your email and new password to log in.
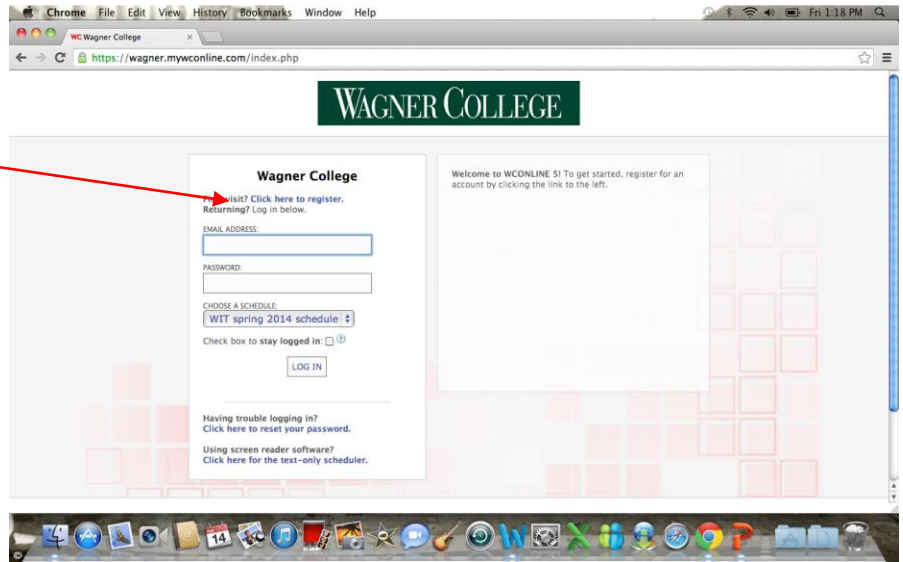
2. Choose a day and time that corresponds with a tutor you would like to work with.

Tutors are available during the white blocks of time.

Click on a white box to make an appointment.
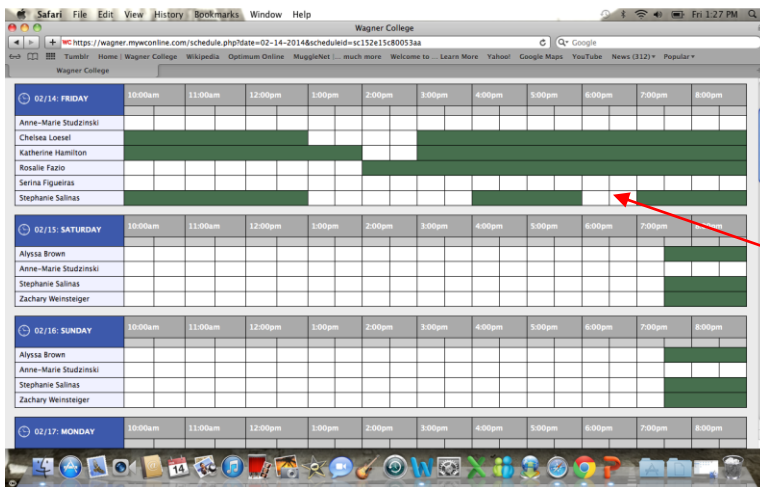
3. Fill out an appointment form online with all available information and click SAVE APPOINTMENT. The box will turn red and you will soon receive a confirmation email.

4. IF YOU NEED TO CANCEL AN APPOINTMENT:
Log back into wagner.mywconline.com, click on your appointment time, and click CANCEL APPOINTMENT at the bottom of your appointment form. When possible, please do so within 24 hours of the originally scheduled appointment.
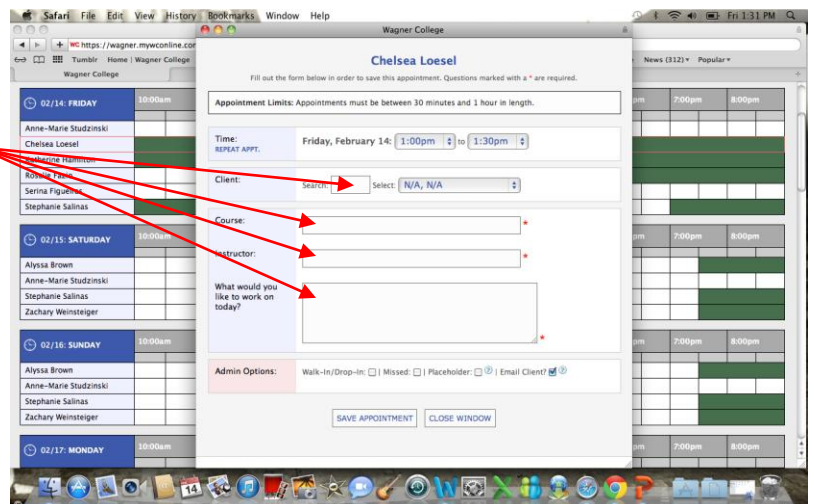
WE LOOK FORWARD TO WORKING WITH YOU THIS SEMESTER