

WRITING CENTRE

How to Create a New Academic Writing Centre Account &

How to Book an Appointment

Please read this instruction sheet carefully

STEP 1

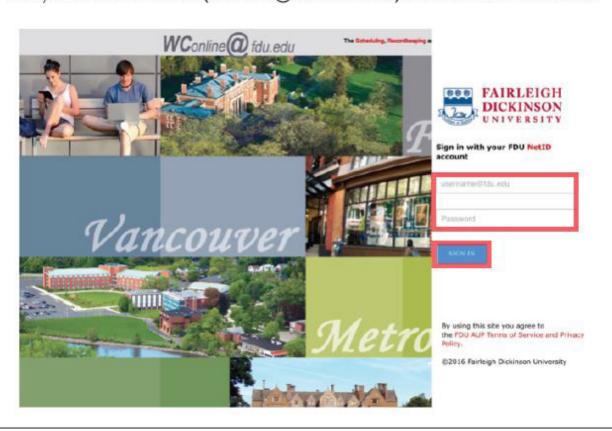
Go to https://fdu.mywconline.net/

AND CLICK ON HERE where it says: "Only administrators can log in to this system via the form below.

Non-administrators must log in to this program here."

STEP 2

Enter your STUDENT EMAIL (username@student.fdu.edu) and WEBMAIL PASSWORD



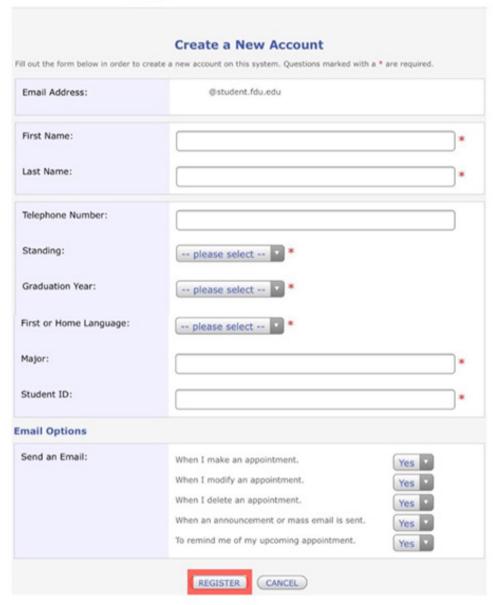
STEP 3

Click on SIGN IN

You will be redirected to the CREATE A NEW ACCOUNT page

Enter your First Name, Last Name, Telephone Number (optional), Standing, Graduation Year, First or Home Language, Major and Student ID





STEP 5		
Click on REGISTER!		

Your Registration is Complete!

To get to your schedule for **booking an appointment** click on **Click Here**. You will be redirected to the Academic Writing Centre System



Registration is Complete!

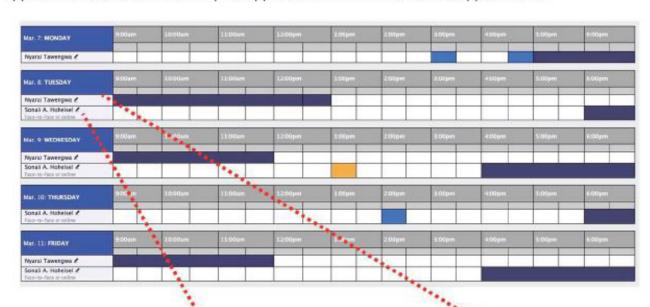
Thank you for registering for an account. Your registration is complete.

The next time that you log in, you'll be taken to the schedule immediately. To continue click here.

You will be redirected to the Academic Writing Centre Online System

STEP 7

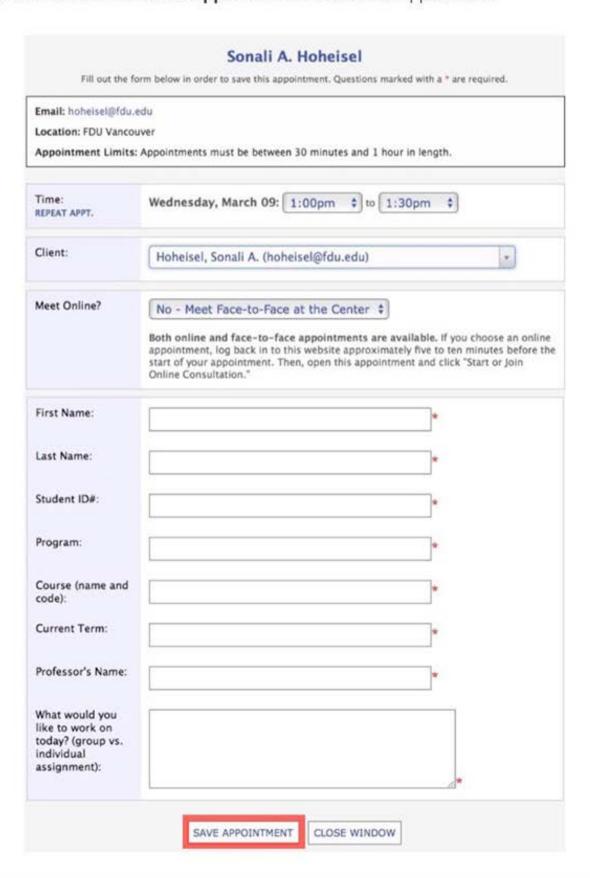
Choose an Academic Writing Tutor Sonali A. Hoheisel or Nyarai T. Tawengwa. Click on a time slot (white rectangle) and a window will pop up (see step 08), light blue and dark blue mean no appointments available. Yellow is your appointment. Red means Online appointments



Appointments with Sonali A. Hoheisel

Appointments with Nyarai T. Tawengwa

Fill out the form accordingly and do not use an abbreviation or a nickname. If you have any other comments you may describe them in the "What would you like to work on today?" section. Click on **Save Appointment** to book the appointment



A window will pop up with the following message:

"Your appointment was successfully added on the following date: If you would like would like to attach a file to this appointment, click here"

You MUST bring a hard copy of your assignment regardless

Success! Your appointment was successfully added on the following date: January 28, 2016. If you would like to attach a file to this appointment, click here. CLOSE WINDOW

STEP 10

On your schedule your appointment will show in yellow.

Jan. 28: THURSDAY	9:00am		10:00am		11:00am		12:00pm		1.00pm		2:00pm		3.00pm		4:00pm		5:00pm		6:00pm	
Sonali A. Hoheisel Face-to-face or online																				

You will also receive an email with the subject "FDU | Vancouver Campus: Appointment made successfully!"