



WRITING CENTRE

CREATE ACCOUNT & BOOK APPOINTMENT

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**

WConline@fdu.edu The Scheduling, Rescheduling & Booking System

FAIRLEIGH DICKINSON UNIVERSITY

Sign in with your FDU NetID account

username@fdu.edu

Password

SIGN IN

By using this site you agree to the FDU AUP Terms of Service and Privacy Policy.

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STEP 3

Click on **SIGN IN**

STEP 4

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



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UNIVERSITY**

Create a New Account

Fill out the form below in order to create a new account on this system. Questions marked with a * are required.

Email Address:	@student.fdu.edu	
First Name:	<input type="text"/>	*
Last Name:	<input type="text"/>	*
Telephone Number:	<input type="text"/>	
Standing:	-- please select --	*
Graduation Year:	-- please select --	*
First or Home Language:	-- please select --	*
Major:	<input type="text"/>	*
Student ID:	<input type="text"/>	*

Email Options

Send an Email:	When I make an appointment.	<input type="button" value="Yes"/>
	When I modify an appointment.	<input type="button" value="Yes"/>
	When I delete an appointment.	<input type="button" value="Yes"/>
	When an announcement or mass email is sent.	<input type="button" value="Yes"/>
	To remind me of my upcoming appointment.	<input type="button" value="Yes"/>

STEP 5

Click on **REGISTER!**

STEP 6

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



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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

Mar. 7: MONDAY	9:00am	10:00am	11:00am	12:00pm	1:00pm	2:00pm	3:00pm	4:00pm	5:00pm	6:00pm
Nyarai Tawengwa										
Mar. 8: TUESDAY	9:00am	10:00am	11:00am	12:00pm	1:00pm	2:00pm	3:00pm	4:00pm	5:00pm	6:00pm
Nyarai Tawengwa										
Sonali A. Hoheisel										
Mar. 9: WEDNESDAY	9:00am	10:00am	11:00am	12:00pm	1:00pm	2:00pm	3:00pm	4:00pm	5:00pm	6:00pm
Nyarai Tawengwa										
Sonali A. Hoheisel										
Mar. 10: THURSDAY	9:00am	10:00am	11:00am	12:00pm	1:00pm	2:00pm	3:00pm	4:00pm	5:00pm	6:00pm
Sonali A. Hoheisel										
Mar. 11: FRIDAY	9:00am	10:00am	11:00am	12:00pm	1:00pm	2:00pm	3:00pm	4:00pm	5:00pm	6:00pm
Nyarai Tawengwa										
Sonali A. Hoheisel										

Appointments with Sonali A. Hoheisel

Appointments with Nyarai T. Tawengwa

STEP 8

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

Sonali A. Hoheisel

Fill out the form below in order to save this appointment. Questions marked with a * are required.

Email: hoheisel@fdu.edu

Location: FDU Vancouver

Appointment Limits: Appointments must be between 30 minutes and 1 hour in length.

Time: REPEAT APPT. **Wednesday, March 09:** 1:00pm to 1:30pm

Client: Hoheisel, Sonali A. (hoheisel@fdu.edu)

Meet Online? No - Meet Face-to-Face at the Center

Both online and face-to-face appointments are available. If you choose an online appointment, log back in to this website approximately five to ten minutes before the start of your appointment. Then, open this appointment and click "Start or Join Online Consultation."

First Name:

Last Name:

Student ID#:

Program:

Course (name and code):

Current Term:

Professor's Name:

What would you like to work on today? (group vs. individual assignment):

SAVE APPOINTMENT

CLOSE WINDOW

STEP 9

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



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. Hohensei <small>Face-to-Face or online</small>										

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