HOW TO MAKE AN APPOINTMENT WITH THE HUMANITIES WRITING CENTRE (HWC)

Office: HSB 17-31
Website: pretoria.mywconline.com
Step 1

• In your preferred web browser, type the following url: pretoria.mywconline.com
• This will take you to the Humanities Writing Centre’s (HWC) booking website
• Before you can log in, you first need to create an account. Click on the link that says “First time visit? Register for an account” (as pictured in next slide)
pretoria.mywconline.com
Step 2

• You will now be redirected to a page where you will be able to register for an account

• Fill in all the blank fields (required information is marked with a *)

• Make sure all the e-mail settings are set to “yes”, since you and the HWC consultant you make an appointment with should be able to receive an e-mail confirming the appointment

• After you have entered all the appropriate information, click on “Register”

• Note: the password you use does not have to be your UP Portal password, but it can be. Just make sure you choose a password that you will remember. It is also a good idea to use an e-mail address you check often. This can be your @Tuks.co.za Gmail address.
Create a New Account

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

Email Address: [ ] *
First Name: [ ] *
Last Name: [ ] *
Telephone Number: [ ]
Year of study: [ -- please select -- ] *
Password

Password: 

Re-Enter Password: 

Email Options

Send an Email:
- When I make an appointment.
- When I modify an appointment.
- When I delete an appointment.
- When an announcement or mass email is sent.
- To remind me of my upcoming appointment.

Yes

Yes

Yes

Yes

Yes

Register
Cancel
Step 3

- You will now be redirected back to the log in page
- Enter the e-mail address and password you have just registered with
- BEFORE clicking on “log in”, make sure you have selected the Postgraduate Schedule on the drop-down list (as pictured in next slide)
Welcome to WCONLINE! To get started, register for an account by clicking the link to the left.

First visit? Register for an account.
Returning? Log in below.

EMAIL ADDRESS: humanitieswritingcentreup@gmail.co

PASSWORD: ****************

CHOOSE A SCHEDULE: Undergraduate Schedule

Check box to stay logged in: ☐

LOG IN

Having trouble logging in? Reset your password.

Using screen reader software? Access the text-only scheduler.
Step 4

- You will now be redirected to a page showing the schedule of the HWC’s consultants (as pictured in next slide)

- The schedule works as follows:
  1. Dark blue slots on the timetable indicate that no consultant is available during that time
  2. White slots indicate that a consultant will be available during that time
  3. Light blue slots indicate that a consultant already has an appointment with another student during that time

You should be able to click on a white slot for the time during which you will be able to attend an appointment
<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mar. 24: FRIDAY</td>
<td>8:30am</td>
<td>null</td>
</tr>
<tr>
<td></td>
<td>9:30am</td>
<td>null</td>
</tr>
<tr>
<td></td>
<td>10:30am</td>
<td>null</td>
</tr>
<tr>
<td></td>
<td>11:30am</td>
<td>null</td>
</tr>
<tr>
<td></td>
<td>12:30pm</td>
<td>null</td>
</tr>
<tr>
<td></td>
<td>1:30pm</td>
<td>null</td>
</tr>
<tr>
<td></td>
<td>2:30pm</td>
<td>null</td>
</tr>
<tr>
<td></td>
<td>3:30pm</td>
<td>null</td>
</tr>
<tr>
<td></td>
<td>4:30pm</td>
<td>null</td>
</tr>
<tr>
<td>Mar. 27: MONDAY</td>
<td>8:30am</td>
<td>Elmarie</td>
</tr>
<tr>
<td></td>
<td>9:30am</td>
<td>Elmarie</td>
</tr>
<tr>
<td></td>
<td>10:30am</td>
<td>Elmarie</td>
</tr>
<tr>
<td></td>
<td>11:30am</td>
<td>Elmarie</td>
</tr>
<tr>
<td></td>
<td>12:30pm</td>
<td>Elmarie</td>
</tr>
<tr>
<td></td>
<td>1:30pm</td>
<td>Emma</td>
</tr>
<tr>
<td></td>
<td>2:30pm</td>
<td>null</td>
</tr>
<tr>
<td></td>
<td>3:30pm</td>
<td>null</td>
</tr>
<tr>
<td></td>
<td>4:30pm</td>
<td>null</td>
</tr>
<tr>
<td>Mar. 28: TUESDAY</td>
<td>8:30am</td>
<td>null</td>
</tr>
<tr>
<td></td>
<td>9:30am</td>
<td>null</td>
</tr>
<tr>
<td></td>
<td>10:30am</td>
<td>null</td>
</tr>
<tr>
<td></td>
<td>11:30am</td>
<td>null</td>
</tr>
<tr>
<td></td>
<td>12:30pm</td>
<td>null</td>
</tr>
<tr>
<td></td>
<td>1:30pm</td>
<td>null</td>
</tr>
<tr>
<td></td>
<td>2:30pm</td>
<td>null</td>
</tr>
<tr>
<td></td>
<td>3:30pm</td>
<td>null</td>
</tr>
<tr>
<td></td>
<td>4:30pm</td>
<td>null</td>
</tr>
</tbody>
</table>
Step 5

• After clicking on an open (white) slot, a new window will open (as pictured in next slide)

• In this window, fill in all the blank fields (required information is marked with a *)

• “Course” refers to the module you need help with (for example, ALL 121)

• “Instructor” refers to the lecturer(s) of that module

• When you have filled in the required information, click on “Save appointment” and the window will close
Elmarie

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

**Appointment Limits:** Appointments must be 1 hour in length.

**Time:**
Monday, March 27: **12:30pm** to **1:30pm**

**Course:**

**Instructor:**

**What would you like to work on today?**

---

[SAVE APPOINTMENT] [CLOSE WINDOW]
Step 6

• Your booked appointment slot will now have changed to an orange colour (as pictured in next slide)

• After making the appointment, you can also attach a document for the consultant to read before the appointment (as pictured in next slide)
### Undergraduate Schedule

**March 24 - March 30**

#### Mar. 24: FRIDAY

<table>
<thead>
<tr>
<th>Time</th>
<th>8:30am</th>
<th>9:30am</th>
<th>10:30am</th>
<th>11:30am</th>
<th>12:30pm</th>
<th>1:30pm</th>
<th>2:30pm</th>
<th>3:30pm</th>
<th>4:30pm</th>
</tr>
</thead>
<tbody>
<tr>
<td>Status</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Mar. 27: MONDAY

<table>
<thead>
<tr>
<th>Time</th>
<th>8:30am</th>
<th>9:30am</th>
<th>10:30am</th>
<th>11:30am</th>
<th>12:30pm</th>
<th>1:30pm</th>
<th>2:30pm</th>
<th>3:30pm</th>
<th>4:30pm</th>
</tr>
</thead>
<tbody>
<tr>
<td>Status</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Elmarie

Emma

#### Mar. 28: TUESDAY

<table>
<thead>
<tr>
<th>Time</th>
<th>8:30am</th>
<th>9:30am</th>
<th>10:30am</th>
<th>11:30am</th>
<th>12:30pm</th>
<th>1:30pm</th>
<th>2:30pm</th>
<th>3:30pm</th>
<th>4:30pm</th>
</tr>
</thead>
<tbody>
<tr>
<td>Status</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Elmarie

Emma

**Attach document**
E-mails

- You should now receive an e-mail indicating that you have successfully made an appointment with the HWC.
- The e-mail will also indicate the date and time of the appointment (as pictured in next slide).
- The HWC consultant you booked an appointment with will also receive an e-mail indicating that you have made an appointment (as pictured in next slide).
- They will also, through the HWC booking website, be able to see which module you need help with and what aspects of academic writing/assignments/skills you would like to focus on during your appointment.
Humanities Writing Centre: Appointment made successfully!

Elmarie Kruger,

You have successfully made an appointment on Monday, March 27, 2017 between 12:30pm and 1:30pm. The appointment is with Elmarie at Humanities Writing Centre.

You can make, cancel, or modify appointments by logging into the scheduling system at [https://pretoria.myconline.com](https://pretoria.myconline.com).
Step up and unlock your full potential by visiting the

Humanities Writing Centre

We provide undergraduate and postgraduate students with free individual and group (by arrangement) consulting sessions aimed at developing and improving their writing ability.

facebook.com/HWCTuks

@HWCTuks

Online booking:
https://pretoria.mywconline.com

QUESTIONS?

Book an appointment online or by visiting HSB 17-31. We are open from Mondays to Fridays.