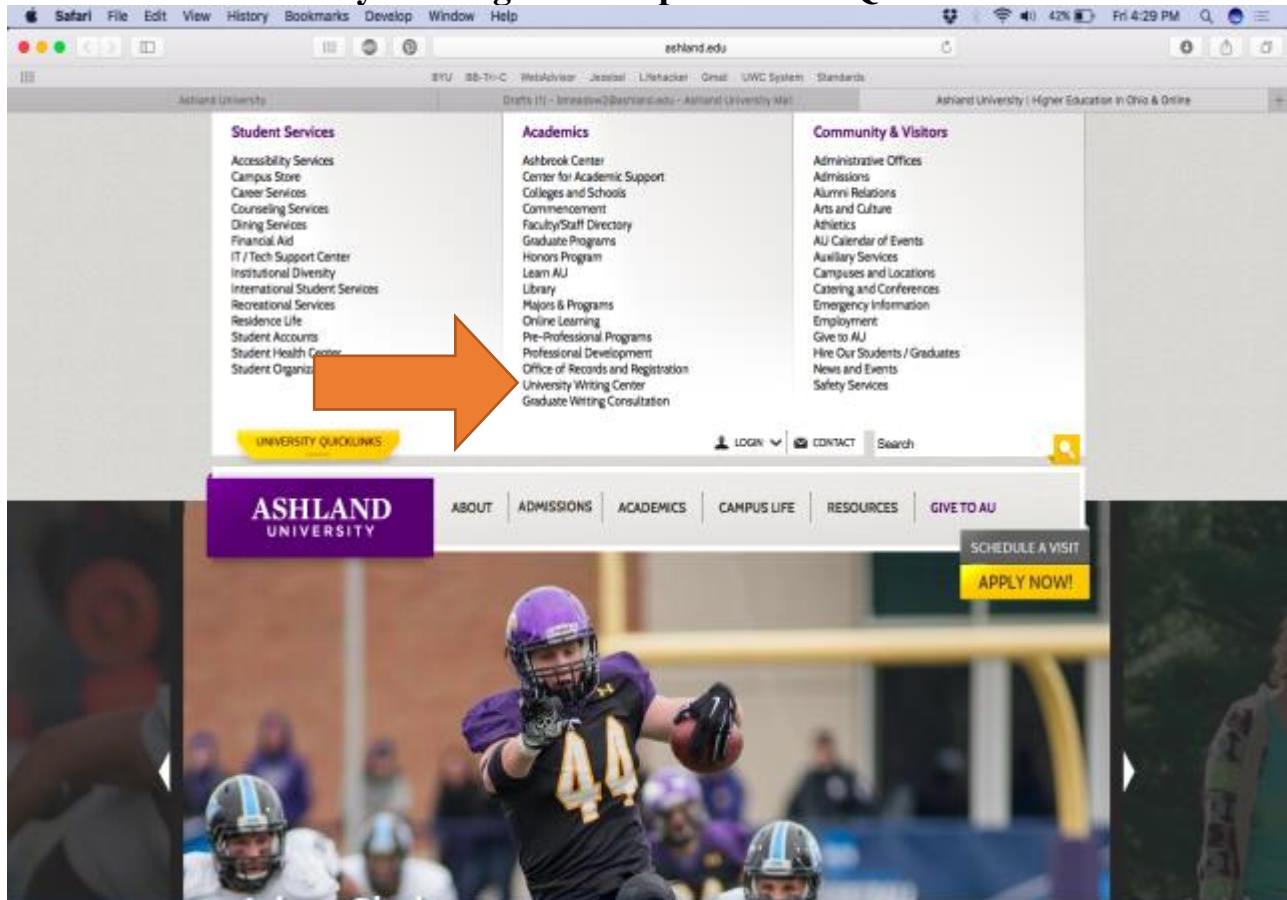


# How to Register for UWC Account

1. Go [Ashland's website](#) and click the gold bar for "University Quicklinks"



2. Click on the University Writing Center option in the Quicklinks bar



### 3. Click on the hyperlink under “Make an Appointment”

The screenshot shows the Ashland University website. The main navigation bar includes links for ABOUT, ADMISSIONS, ACADEMICS, CAMPUS LIFE, RESOURCES, and GIVE TO AU. The page content is divided into three columns. The left column contains a sidebar with links such as 'Center for Academic Support', 'Disability Services', 'Advising', 'Ways in Which We Help', 'Programs', 'Tutoring Programs', 'Meet Our Staff', and 'University Writing Center'. The middle column is titled 'Undergraduate University Writing Center (UWC)' and provides details about the center's location, hours, and services. The right column contains 'Drop-In Hours', 'Writing Center Location', and 'To Make an Appointment'. An orange arrow points to the 'To Make an Appointment' section, which includes instructions on how to sign up for an appointment and a link to a video titled 'How to sign up for a Writing Center Appointment'.

### 4. This brings you to our UWC Online page. Click “[Register for an account](#)”

The screenshot shows a web browser window displaying the Ashland University UWC Online registration page. The browser's address bar shows the URL 'https://ashland.mywconline.com'. The page features the Ashland University logo at the top. Below the logo, there is a registration form with the following fields: 'EMAIL ADDRESS', 'PASSWORD', and 'CHOOSE A SCHEDULE' (set to 'Writing Center Spring 2017'). There is also a 'Check box to stay logged in' and a 'LOG IN' button. An orange arrow points to the 'Register for an account' link in the top left corner of the form. Below the form, there are links for 'Having trouble logging in?', 'Using screen reader software?', and 'Receiving unwanted text messages?'. The footer of the page contains information about Ashland University's mission and the UWC's role in supporting students.

**5. Fill out the form to register for our system. The email options will serve as text/email reminders about your appointment.**

**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: \*

First Name: \*

Last Name: \*

Telephone Number:

Standing: -- please select -- \*

Graduation Year: -- please select -- \*

First or Home Language: -- please select -- \*

Major: \*

Student ID: \*

College: -- please select -- \*

**Password**

Password: \*

Re-Enter Password: \*

**Email Options**

Send an Email:

When I make an appointment. Yes

When I modify an appointment. Yes

When I delete an appointment. Yes

When an announcement or mass email is sent. Yes

To remind me of my upcoming appointment. Yes

Include iCal Link? <sup>?</sup> No

**Text Message Options:**

You have the option of receiving appointment reminders and waiting list "appointment available" notices via text message instead of via email. If you would prefer to receive text message notices, enter your ten-digit cell phone number and select your carrier below.

**Charges may be incurred by sending text messages to your cell phone.** You are agreeing to be responsible for such charges by using this optional feature.

CELL PHONE NUMBER (TEN DIGITS, NUMBERS ONLY):

CELL PHONE CARRIER: -- select carrier --

REGISTER CANCEL

**6. Click "Register".**

**Email Options**

Send an Email:

When I make an appointment. Yes

When I modify an appointment. Yes

When I delete an appointment. Yes

When an announcement or mass email is sent. Yes

To remind me of my upcoming appointment. Yes

Include iCal Link? <sup>?</sup> No

**Text Message Options:**

You have the **option** of receiving appointment reminders and waiting list "appointment available" notices via text message instead of via email. If you would prefer to receive text message notices, enter your ten-digit cell phone number and select your carrier below.

**Charges may be incurred by sending text messages to your cell phone.** You are agreeing to be responsible for such charges by using this optional feature.

CELL PHONE NUMBER (TEN DIGITS, NUMBERS ONLY):

CELL PHONE CARRIER: -- select carrier --

REGISTER

7. Log In to our system [here](#). Then, find the week you want to sign up for.

**Ashland University**

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

EMAIL ADDRESS:

PASSWORD:

CHOOSE A SCHEDULE:

Check box to stay logged in:

Having trouble logging in? [Reset your password.](#)  
 Using screen reader software? [Access the text-only scheduler.](#)  
 Receiving unwanted text messages? [Remove your cell phone number.](#)

January 4 - January 10 Writing Center Spring 2017

◀ PREV WEEK | CURRENT WEEK | NEXT WEEK ▶

8. Find the time and/or Writing Assistant you want to sign up for. (Note: Purple blocks of time = unavailable. White blocks of time = available)

Jan. 4: WEDNESDAY	9:00am	10:00am	11:00am	12:00pm	1:00pm	2:00pm	3:00pm	4:00pm	5:00pm	6:00pm	7:00pm	8:00pm
Abigail Culver												
Ashley Pavlescak												
Carl D'Urano												
Corinne Spitz												
Curtis Allen												
Daniel Ricketts												
Erin Cardwell												
Erin Bistine												
Garrison Stima												
Jacob Dingus												
Jakon Harris												
Jay Robinson												
Jessie Scott-Roxler												
Jordan Martin												
Julie Murdock												
Kathryn Culver												
Kiana Ziegler												
Klara Woods												
Lalmy Spies												
Laurena Shick												
Lisa Covington												
Madeleine Ernholtz												
Nicole Lederle												
Shelley Karl												
Sophia Laddy												
Thomas Shields												

Purple=no 😞

White=go 😊



9. After finding a suitable time, click the white time block.

Jan. 4: WEDNESDAY	9:00am	10:00am	11:00am	12:00pm	1:00pm	2:00pm	3:00pm	4:00pm	5:00pm	6:00pm	7:00pm	8:00pm
Abigail Culver												
Ashley Pavlescak												
Carl D'Urno												
Corinne Spisz												
Curtis Allen												
Daniel Rickett												
Emily Cardwell												
Erin Bastine												
Garrison Stina												
Jacob Dingus												
Jalon Harris												
Jay Robinson												
Joine Scott-Roller												
Jordan Martin												
Julie Murdoch												
Kathryn Culver												
Kiana Ziegler												
Klara Woods												
Lainy Spies												
Laurena Shick												
Lisa Covington												
Madeleine Emholtz												
Nicole Lederle												
Shelley Karl												
Sophia Leddy												
Thomas Shields												



10. Fill out the form and click “Save Appointment” to sign up

Abigail Culver

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

Appointment Limits: Appointments must be 30 minutes in length.

Time: Wednesday, January 04: 3:00pm to 3:30pm

Course Name and Number:

Instructor Name:

Instructor Email:

Assignment Due Date:

Does Student participate in AU Varsity Athletics: -- please select --

If yes, which sport? -- please select --

Did your instructor require this visit? -- please select --

College? -- please select --

What would you like to work on today?

Major1:

Minor1:

In what stage is your writing process? -- please select --

Is this your first appointment with this paper? -- please select --

Are you enrolled in English 110? -- please select --

What are you bringing with you? -- please select --

What aspect of your writing would you like to work on today?

SAVE APPOINTMENT
CLOSE WINDOW

11. Arrive at Bixler, Room 104 at the time you chose for your appointment!