

- 1) Make sure you registered for WCOOnline. If you have never been to the Writing Workshop go to: **Wesportal** → **Academics** → **Writing Workshop**

And then register for an account

ADD A NEW CLIENT ✕

Fill out the form below in order to create a new account on this system. Questions marked with a * are required. Questions marked with a + are required when clients (non-administrators) are creating an account, but are optional when administrators are creating an account (such as when creating an account using this tool).

Email Address *

First Name * **Last Name ***

What name to you go by? +

What pronouns do you use? +

Telephone Number +

Class Year +

Major +

Check all that apply: (check all that apply) +

- 2) Your mentor will make your appointment for you. When you log on to WCOOnline, you will see your appointment in **yellow**.
- 3) To start your appointment you will click on the yellow box and then click on **“START OR JOIN ONLINE CONSULTATION”** (circled in green)

View Existing Appointment

Client

Lauren Silber

Appointment Date

Tuesday, March 24, 2020

2:00pm to 3:00pm [MARK MISSED]

Staff or Resource

Professor Lauren Silber

ONLINE

CREATED: Mar. 24, 2020 9:34am by Lauren Silber

Post-Session Client Report Forms

[Add New](#) or [View Existing](#)

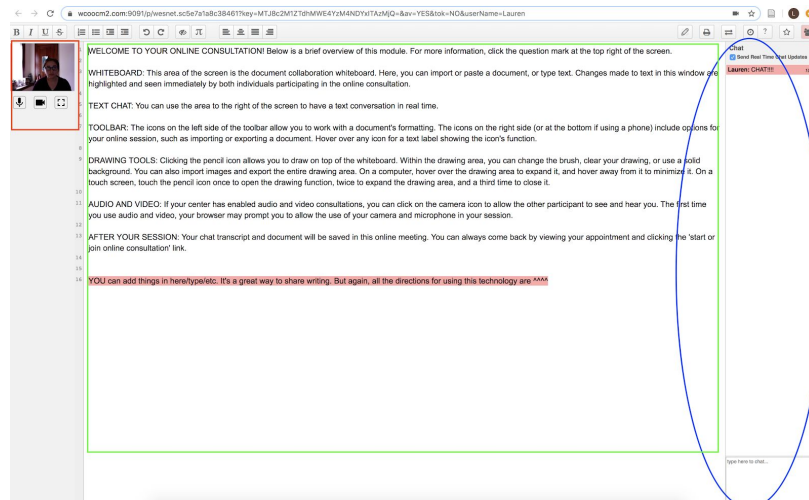
LOCATION: Test
Test run

MEET ONLINE? ONLINE

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."

[START OR JOIN ONLINE CONSULTATION](#)

- 4) Make sure your pop-up blockers are disabled and you have no other video meetings open. A new tab in your browser will open and you will be in the session! You and your mentor will be able to use camera/audio (**top left corner**), chat box (**right hand side**), and the shared screen to look at an essay/piece of writing (**center**).



- 5) Once in session, you and your mentor can talk as you usually do. Everything you do in the online session will be saved (except video and audio). Feel free to return to the session at any time without your mentor present.