Instructions for Accessing WCONLINE

1) Navigate to: https://msubillings.mywconline.com

2) Log in using your MSUB net ID and password

Enter your institutional username and password below. This is the same username and password that you use for other services at your institution.

Username

Password

3) Select the Fall 2019 schedule you would like to view using the radial buttons on the login screen or from the drop-down menu at the top of the page once you have logged in:

AVAILABLE SCHEDULES
- University Campus Fall 2019
- City College Fall 2019
- Peer Mentoring Fall 2019
- Supplemental Instruction Fall 2019
- Tutoring Appointments Fall 2019

Check box to stay logged in: ☐

LOG IN

4) The first time you log on, you will be prompted to create a brief profile
Fill out the form below in order to update your registration information and communication preferences. Questions marked with a * are required.

**Email Address** *

felicia.karas@msubillings.edu

Since the system identifies your administrative status by your email address, you will lose administrative access if you change your email address here without first adding that new address to the Administrative Access Management control panel in Staff & Resource Management. If you do not have access to that control panel, please contact your site administrator.

As an administrator, you can add new clients to the system by using the profile-of-a-head 'Add a New Client' tool at the top of the schedule view. The form on this page only allows you to change your own profile.

**First Name**  
**Last Name** *

**You are** *

-- please select --

5) And choose email and text notification preferences (setting up notifications is recommended)

**EMAIL PREFERENCES**

Send me an email when my appointments are made, modified or canceled: 🔒 YES or 🔒 NO

Send me an email with center announcements or other mass mailings: 🔒 YES or 🔒 NO

Send me an email to remind me of my upcoming appointments: 🔒 YES or 🔒 NO

Include iCal links with appointment confirmation messages? 🔒 YES or 🔒 NO

**TEXT MESSAGING PREFERENCES**

You have the option of receiving appointment reminders and waiting list "appointment available" notices via text message instead of via email. As an administrator, you can also receive text messages when a client makes, modifies, or cancels an appointment with you (as set in Staff and Resource Management) and/or use text messaging for two factor authentication.

In order to enable text messaging, enter your ten-digit mobile phone number and select your carrier below. Once saved, you can test text messaging by returning here and selecting the new "test" link below.

Depending on your mobile carrier and plan, you may incur charges for receiving text messages. By entering your number below, you agree to be responsible for those charges. In order to opt out of receiving future texts, simply remove your number and carrier below.

**Mobile Number**  

Ten Digits, Numbers Only

**Mobile Carrier** *

-- please select --  

Click to send a test message to your mobile device.
6) Available times are white –click on desired time to open the appointment scheduling window. Non available times are blacked out.

<table>
<thead>
<tr>
<th>Nov. 12: Tuesday</th>
<th>8:00am</th>
<th>9:00am</th>
</tr>
</thead>
<tbody>
<tr>
<td>Benjamin Gonzales</td>
<td></td>
<td></td>
</tr>
<tr>
<td>City College Center Drop-In</td>
<td>SUPPORTS 130 MEMBER GROUPS</td>
<td></td>
</tr>
<tr>
<td>Felicia Karas</td>
<td>ADMINISTRATORS ONLY</td>
<td>FACE-TO-FACE, ONLINE &amp; ETUTORING</td>
</tr>
<tr>
<td>Marla Moody</td>
<td></td>
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Your scheduled appointments are shown in gold. Other scheduled appointments are shown in blue.

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7) In the appointment scheduling window, fill in the required information.

Name and appointment time
If you are walking in to the ASC, you made an on-the-spot appointment, so you are ready to meet with your tutor.

If you made a face-to-face appointment ahead of time, come to the ASC at your scheduled time.
If you made an online appointment, log back onto WCONLINE 5-10 min before your scheduled time and click on your appointment. In the appointment window, click on the link that says “start or join online consultation” to load the online tutoring platform.