

# No Appointments Available? Get on the Waiting List!

1. Login to your WOnline account (<https://etsu.mywconline.com>)

The screenshot shows the login page for the ETSU Center for Academic Achievement. It features a header with the center's name and a welcome message. Below the header, there are fields for email address (containing 'testing@goldmail.etsu.edu') and password (masked with dots). A dropdown menu is set to 'Fall 2013-Tutoring Schedule'. There is a 'LOG IN' button and a 'stay logged in' checkbox. At the bottom, there are links for password reset and screen reader software.

2. Select your course or subject area from the "Limit to" list at the top of the schedule page.

The screenshot shows a course schedule page for the week of October 10 to October 16. At the top, there is a navigation bar with 'PREV WEEK', 'CURRENT WEEK', and 'NEXT WEEK' buttons. Below this is a 'Limit to:' dropdown menu with '-- show all --' selected. A red arrow points to this dropdown. The main part of the page is a grid with columns for 9:00am, 10:00am, and 11:00am. The rows represent different courses, with some cells containing blue blocks indicating appointments.

- Review the availability of the tutors who can tutor your subject. If none are available at a time you can come, identify one who tutors on a day/time that is good for you. Click on the “clock” icon above the tutors' names on the appropriate day of the schedule.

10/10: THURSDAY		9:00am	10:00
Deidre	Face-to-face or online		
Olivia	Face-to-face or online		
Jacob			
Amanda	Face-to-face or online		
Lauren			
Alex B.	Face-to-face or online		
Marco			
10/11: FRIDAY		9:00am	10:00

- Select your preferred tutor and time range; you can also select to be notified via text message of an opening. Then click “Add to Waiting List.”

### Add to Waiting List

The waiting list allows you to be notified of an opening in the schedule. Once you've signed up for the waiting list, you'll receive a text message or email when an appointment opens.

Date:	October 10, 2013
With specific staff?	Yes. Only with Deidre
At specific times?	9:00am to 12:00pm
Prefer text message?	CELL PHONE NUMBER (Numbers Only): <input type="text"/> @ -- select carrier --

Note: If you don't input your phone information, you will receive the opening notification via email at the address that's on your WOnline account. If you don't know what email you used, or think it might be incorrect, go “Update Profile & Password” which is a choice under “Welcome \_\_\_\_\_” in the top left of the schedule screen.