CAS Tutoring Appointment Instructions

**Step 1: Creating your Account**

When going to MyWCONline for the first time, you will need to create a new account. Click on “Click here to register” to go the account creation screen.

When creating your account use your ENC email address, your academic year, campus ID number, and your Major.

**Step 2: Selecting a Schedule**

When looking for a tutor, make sure to select the appropriate schedule. Writing Support or Peer-Tutoring for class specific help. For Peer-Tutoring, make sure to use the “Limit to:” dropdown to find the class you need help with.

**Step 3: Selecting a Time**

When finding a tutor, you can filter by using the “Limit to” drop down menu. This will show you tutors who can help with that specific class. When you find the tutor, click on the white “availability” box for the time you want. For example, Andres is available from 9 to 9:30 am. If you want to meet with him, you’d click on the white box under 9:00 AM.
Step 4: Making Appointment

Once you select the time slot, a window will pop up asking for information specific to your appointment.

1. Select the length of your appointment. Appointments may be 30 minutes or 1 hour.

2. Type in the Number and Name of the course that you are seeking help with.

3. State the assignment you’re working on and exactly how you need help.

4. This will list the exact class you are seeking help with. This must match the course name entered above.

5. Once you are done, click Save Appointment. You will then have the option to upload a document or rubric of the assignment you need help with.

Tips and Info:
- If you’re having trouble creating an account or logging in, make sure you’re using your “@lions.enc.edu” email address. This is required for WCOnline.
- If you’ve forgotten your password you can reset it from the main screen. If this doesn’t work you can email cas@enc.edu and someone will reset your password for you.
- If you miss an appointment, you will be marked as a “No Show” and will be locked out of WCOnline until you meet with a CAS Staff Member. Two “No Shows” may result in the loss of tutoring privileges for the duration of the semester.