Logging in To WC Online

Directions

- Register for the first time
- Log in to the appointments calendar
- Lost or forgot password
- Change password
- Update my profile information
If it is your first time making an appointment, you will be asked at the Login Screen to register for an account with the Writing Center. After the initial registration, you need only log in to make your appointment.

1. Click to open the Registration Screen.

2. When the Registration Screen opens, fill in all items. Use your Saint Mary's e-mail address.

3. Click "Register" to submit.
Click the Make an Appointment button (first page) to open the Login Screen. Use your Saint Mary's e-mail address and password to log in.

Wait a moment for the current schedule to appear. You are ready to make an appointment.
If you lose or forget your password, WConline allows you to get a new password easily.

1. From the login screen, click "Click here to retrieve your password."

2. When the Change Password screen opens, follow the directions on the screen. Remember to use your Saint Mary's e-mail account—the same account under which you registered.

3. A new password will be sent to your Saint Mary's email account. You can use it to log in and change your password to one that is more secure.

**NOTE:** Your Saint Mary’s password and your WConline password do not have to be the same. Changing your Saint Mary’s password does not change your WConline password.
To change your password or update your Profile Information,

1. Log in and click on "Go to the Control Panel."

2. When the Control Panel screen opens, click Change My Profile Information/Password.

3. When the Edit Profile screen opens, make your changes (make sure phone number is current!) and click "Edit Profile" to save and close.