

# How to Make a MyWCOonline Account

1. Type [osu.mywconline.com](http://osu.mywconline.com) into the address bar in your preferred browser (we recommend Chrome or Firefox).

**Create a New Account**

Fill out the form below in order to create a new account on this system. Questions marked with a \* are required.

Email Address:	<input type="text"/>	*
First Name:	<input type="text"/>	*
Last Name:	<input type="text"/>	*
Student ID:	<input type="text"/>	*
Standing:	-- please select --	*
How did you find out about the Writing Center?	-- please select --	*
First or Home Language:	-- please select --	*
Telephone Number:	<input type="text"/>	
Graduation Year:	-- please select --	*
Major:	<input type="text"/>	*

2. Click on "Register for an account." A pop-up window will open that says "Create a New Account."

3. Fill out the form. Note: you must use an OSU- issued email address for your account. If you aren't sure what your OSU email address is, check Buckeyelink.

Are you or have you been a member of the armed services?	-- please select --	*
Are you a student athlete?	-- please select --	*
Are you a transfer student?	-- please select --	*
Do you have an accommodation?	<input type="text"/>	
What is your race(s) or origin?	<input type="text"/>	
Besides English, what languages do you speak:	<input type="text"/>	
I consider myself a strong writer:	-- please select --	*
<b>Password</b>		
Password:	<input type="password"/>	*
Re-Enter Password:	<input type="password"/>	*

**Email Options**

Send an Email:	When I make an appointment.	Yes
	When I modify an appointment.	Yes
	When I delete an appointment.	Yes
	When an announcement or mass email is sent.	Yes
	To remind me of my upcoming appointment.	Yes
Include iCal Link?		No
Text Message Options:	You have the option of receiving appointment reminders and waiting list "appointment available" notices via text message instead of via email. If you would prefer to receive text message notices, enter your ten-digit cell phone number and select your carrier below.	
	<b>Charges may be incurred by sending text messages to your cell phone.</b> You are agreeing to be responsible for such charges by using this optional feature.	
	CELL PHONE NUMBER (TEN DIGITS, NUMBERS ONLY):	<input type="text"/>
	CELL PHONE CARRIER:	-- select carrier --
<input type="button" value="REGISTER"/> <input type="button" value="CANCEL"/>		

4. If you have any trouble setting up your account, call (614) 688-5865 during business hours (M-Th 9am-5pm, F 9am-7pm).

5. If you'd like to set up an account in person, visit us at our walk-in locations in Thompson Library (1st floor), the Research Commons (18th Ave. Library), or our front desk in 4132 Smith Labs (see [cstw.osu.edu](http://cstw.osu.edu) for hours).