Appointment Procedures for WCONLINE at the LRC Tutoring Center
**COLOR CODES**

- **Unavailable (light blue)**
- **Available time (white)**
- **Students’ reserved appointments (turquoise)**
- **Your own appointment (dark blue)**
Once at "Tutoring Services" click on: “To make a tutoring appointment click online-here!”
First time visitor, click on “Click here to register”
In order to register, students must “Create a New Account” with WCONLINE.
Once students create an account, they can login to access the LRC Online Tutoring schedule by using their email and password.
Once the student has logged in, the student’s name should be located on the left hand corner.

If the student’s name is not correct please logout and login again.

Clicking on “Limit to: show all” allows students to choose the subject that they would like to be tutored in.
## How to make an appointment

- Locate a tutor on the Center Schedule

- There is a row in front of each tutor’s name showing:
  - Available time (white)
  - Unavailable time (light blue)
How to make an appointment … continued

- Click on the white row.
- A smaller box will be open with the tutor’s name on top as shown here:

Fill out the following sections:

- Time
- Name of the Client (student)
- Course
- Instructor’s name
- What would you (a student) like to work on?
After the appointment has been made, the color of the box will turn from white into dark blue.
How to cancel an appointment

- Click on the time of your appointment.
- A smaller box will be open with the tutor’s name on top.
- Click on this box to cancel your appointment.
QUESTIONS?

Contact Christina Hinkle chinkle@saddleback.edu
For password support contact
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