

# Curry College Writing Center Online

## How to Make an Appointment

### Step ①

- Type “[curry.mywconline.com](https://curry.mywconline.com)” into your browser’s address bar.
- You will see the screen below:

Address Bar

Click here to register if this is your first time

**Curry College Writing Center**

First visit? [Click here to register.](#)  
Returning? Log in below.

EMAIL ADDRESS:

PASSWORD:

CHOOSE A SCHEDULE:  
Writing Center, Levin Library,...

Check box to stay logged in:

Having trouble logging in?  
[Click here to reset your password.](#)

Using screen reader software?  
[Click here for the text-only scheduler.](#)

**PLEASE DON'T FORGET TO LOG OUT WHEN YOU ARE FINISHED!**

The Writing Center will be closed on any holidays that Curry College observes, and will not be open during Spring Break.

Limited Winter Break and Summer Session hours will be determined by anticipated demand.

Welcome to Curry College Writing Center Online, which will allow you to make appointments with a Writing Specialist from any computer!

To get started, create your account by clicking the link to the left that says:  
"First visit? Click here to register."

You only need to do this once. When you register, please use your Curry email address that ends with @students.curry.edu and your Curry portal password.

Please write your email and password in a safe place so that you don't forget it. That way you can always make an appointment when you need one!

**Milton Writing Center Hours for Fall, 2013, September 3 to December 20**

Sunday 2:30PM-8:30PM; Monday 12:30PM-8:30PM; Tuesday 10:00AM-8:30PM; Wednesday 9:30AM-8:30PM; Thursday 10:00AM-8:30PM; Friday 10:00AM-4:00PM

**Plymouth Writing Center Hours for Fall, 2013, September 12 to December 19**

Thursdays, 2pm-8pm

- Is this your first time making an appointment? If so, click on “**Click here to register.**”
- If you have already registered, skip to Step 3 in this guide.

# Step ②

- Once you've clicked on "Click here to register," you will see the screen below:

## CURRY COLLEGE

**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"/>	*
What is your current academic standing?	-- please select --	*
What is your major?	-- please select --	*
What is your first or home language?	-- please select --	*
Password:	<input type="password"/>	*
Re-Enter Password:	<input type="password"/>	*

Use full Curry email address and password.

The Writing Center at Curry's Milton campus is located on the second floor of the Levin Library and is open Monday-Friday, and Sunday afternoons, during the fall and spring semesters. Students are permitted to make a maximum of two, 1/2 hour appointments per week. If no one is signed up for the following session, a student may continue to work with a Writing Specialist for an additional 1/2 hour. The Writing Center will not be open during holidays, and Spring Break. Limited summer hours will be posted to address demand. There is no charge for this service for undergraduate students. Graduate students may utilize the service for 5 hrs. per academic year. After that, there is an hourly charge.

The Writing Center at Curry's Plymouth campus is located in the classroom area itself and is open on Thursday afternoons and evenings. Students are permitted one 1/2 hr session per week. If no one is signed up for the following session, a student may continue to work with a Writing Specialist for an additional 1/2 hour. There is no charge for this service for undergraduate students. Graduate students may utilize the service for 5 hrs. per academic year. After that, there is an hourly charge.

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- Enter your information, making sure to use your full Curry email (Example: JDoe2011@students.curry.edu) and password (the one you use for your Curry email).
- Click the "Register" button.

# Step ③

- Now that you've registered, you can sign in using the same email address and password.
- Click **“Choose a Schedule,”** then click on either the Levin Library (Milton) or Plymouth locations, depending on where you want your appointment to be.
- Click the **“LOG IN”** button.

# Step ④

- You will be brought to the schedule screen below.
- White blocks are available timeslots for appointments. Click on the block for the timeslot you want.

Click here to change the schedule between the Milton and Plymouth campuses.

12/04: WEDNESDAY		2:00pm	3:00pm	4:00pm	5:00pm	6:00pm	7:00pm
Brian Klotz-Professional Writing Specialist							
12/10: TUESDAY		2:00pm	3:00pm	4:00pm	5:00pm	6:00pm	7:00pm
Brian Klotz-Professional Writing Specialist							

Make sure you're looking at the date you want!

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# Step 5

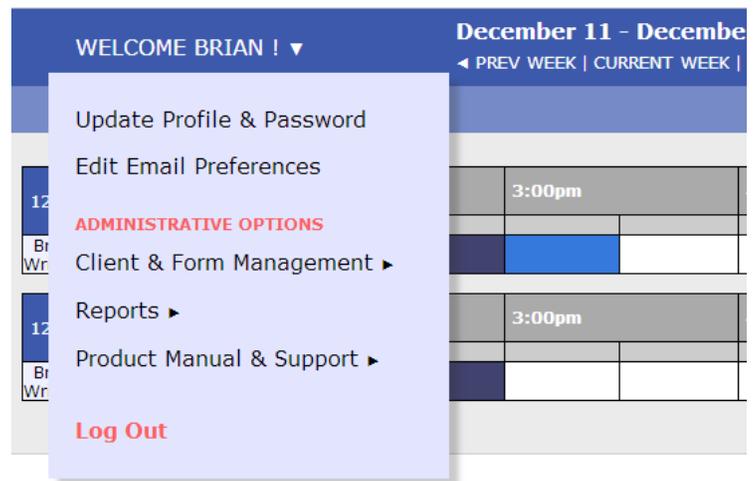
- Now a screen like the one below will pop up. (Note: the image below is taken from an administrator account, so yours may appear slightly different.)
- Fill in the requested information, then click **“Save Appointment.”**

The screenshot shows a web browser window titled "Curry College Writing Center". The main heading is "Brian Klotz-Professional Writing Specialist". Below this, a note says "Fill out the form below in order to save this appointment. Questions marked with a \* are required." The form includes several sections: "Appointment Limits" (30 minutes), "Time" (Tuesday, December 10, 4:30pm to 5:00pm), "Client" (Search and Select dropdowns), and three required text input fields: "What is the name of your class?", "What is your instructor's name?", and "What would you like to work on with the writing sp:". At the bottom, there are "Admin Options" with checkboxes for "Walk-In/Drop-In", "Missed", "Placeholder", and "Email Client?". Two buttons, "SAVE APPOINTMENT" and "CLOSE WINDOW", are at the bottom of the form.

*\* And you're done! \**

*Note that you may get a confirmation email detailing the time and date of your appointment.*

- To log out, simply move your mouse over **“WELCOME [YOUR NAME]”** in the top left corner, then click on **“Log Out.”**
- To cancel an appointment, simply log in again, click on the block you had signed up for, and select the option to cancel.



The Writing Center at Curry's Milton campus is located Sunday afternoons, during the fall and spring semesters.