

How to Schedule a Virtual WOnline Appointment

In order to create and participate in remote tutoring appointments, you must log in through the WOnline site at <https://luther.mywconline.com> and select SASC Tutoring.

If you remember your email and password, log in there. If you need to create an account or don't remember your password, find directions below.

Creating a New Account

1. Go to [Luther.mywconline.com](https://luther.mywconline.com).
2. Click on "Register for an account" and follow the directions there.
3. Please note that this is separate from Norsehub, so everyone needs an account with WOnline.

Accessing an Existing Account If You Don't Remember the Password

Go to the luther.mywconline.com.

If you need to reset your password, click on "Reset your password" and follow the directions there.

Scheduling an Appointment

Once you are logged in and selected SASC Tutoring, you will see appointments for the next seven days.

If needed, use the week navigation arrows and the calendar option to schedule an appointment for a future date.

All tutors will appear on screen unless a specific course code is selected from the "Limit to" drop down menu. Select a white block to schedule an appointment at a particular time with a particular tutor.

- White blocks: available appointment
- Gray and black blocks: Unavailable
- Yellow blocks: My appointments
- Dark Blue blocks: appointments not available with that tutor at that time
- Red blocks: Online appointments
- Dark Green: E-tutor appointments
- Light Green: Placeholders

1. After clicking on the open time slot, a new window will pop up prompting you to enter further details about the appointment.
2. All conferences are scheduled in either 30- or 60-minute intervals.
3. Complete the appointment form. Select whether you would like a face-to-face or Online appointment. Questions with a red asterisk are required; others can be skipped.
4. Click the "Create Appointment" button at the bottom of the form.
5. Once you have successfully created your appointment you should receive a confirmation email and see it as a red box for online, or yellow if it is a face-to-face, on your screen.