

HOW TO REGISTER & MAKE APPOINTMENTS

STEP 1: Go to

NORTH CAPMUS: BROWARD.MYWCONLINE.COM

CENTRAL CAMPUS: BC.MYWCONLINE.NET

SOUTH CAMPUS: BROWARD.MYWCONLINE.NET

select CLICK HERE TO REGISTER on the left

side of the screen (fig. a) and follow the prompts.

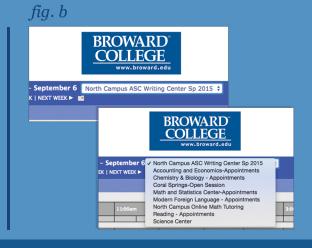
Once complete, log in to WCOnline.

An activation link will be sent to your email, please CLICK the link before trying to log in.

STEP 2: Once you log in you will be ready to schedule appointments. Select your subject from the drop down menu (fig. b) at the top of the screen.

Be sure to select the *APPOINTMENTS* option as you will NOT be able to schedule appointments from the OPEN SESSION option.





STEP 3: You can now view all appointments for your selected subject or refine the search by clicking the *LIMIT BY* drop down menu (*fig. c*) and selecting your course there in.

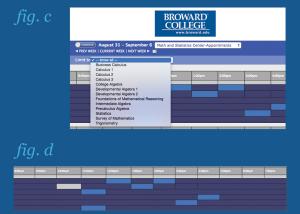
Now, select an available appointment. (fig. d)

COLOR KEY:

NO APPOINTMENTS

RESERVED/TAKEN

AVAILABLE



STEP 4: Once you've clicked on an virtual appointment, a pop-up window will appear (fig. e) Fill out the information and click **SAVE APPOINTMENT**.

BE ADVISED: Make sure to arrive to your appointment **ON TIME** or **CANCEL IN ADVANCE**. After 3 missed appointments **YOUR ACCOUNT WILL BE DISABLED.**

Appointment Limits: Appointments must be 1 hour in length.	
Time: REPEAT APPT.	Monday, August 31: 10:00am \$ to 11:00am \$
Client:	Your Name Will Appear Here (yourname@broward.edu)
Appointment Focus:	please select
Admin Options:	Walk-In/Drop-In: ☐ Missed: ☐ Placeholder: ☐ ② Email Client? ② ③