## Instructions for Scheduling an In-person Appointment

### 1. Go to the Online scheduler. You will be brought to the screen below.

# Oklahoma State University Writing Center First visit? Register for an account. Returning? Log in below. EMAIL ADDRESS: CHOOSE A SCHEDULE: Main Writing Center \$ Check box to stay logged in: LOG IN

Having trouble logging in? Reset your password.

Using screen reader software? Access the text-

Using screen reader software? Access the textonly scheduler. Spring 2016 Hours and Locations (Beginning January 18):

### MAIN WRITING CENTER

Student Union 440

Monday-Thursday 9:30 am--9:30 pm

Friday: 9:30 am-5:30pm

### Walk-in locations:

THE GRADUATE RESEARCH AND WRITING LAB (GRWL)

Edmon Low Library, Room 306 Monday: STEM, 5:00-8:00 pm

Tuesday: Humanties and Social Sciences, 5:00-8:00 pm

### OUTPOST

Edmon Low Library, Rooms 102Q, R, & S Monday-Thursday, 7:00 pm -10:00 pm

### WRITING CENTER NORTH (ATRC)

CEAT Center for Student Excellence Advanced Technology Research Center

Room 109AD

Tuesday, Wednesday, Thursday: 11:30 am-2:30 pm

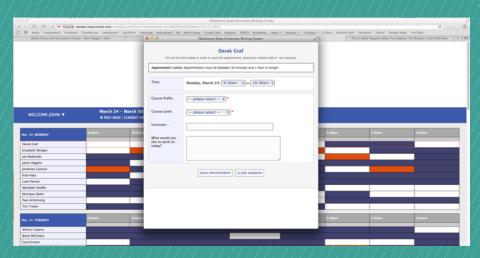
### WRITING CENTER WEST\*

The CASNR Student Success Center, Room 103 of the Agricultural Hall Monday-Thursday, 11:30 am - 3:30 pm

- 2. Login with your okstate email address and your Writing Center password.
- 3. Locate the date/time you wish to make your appointment on the chart (the scheduler automatically displays the current week's schedule; to select a different week, select "next week" from the calendar at the top of the screen.) Click on the square for your selected session. If a time is available, it will be marked white.

January 21 – January 27 Main Writing Center								
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12:30pm	1:30pm		3:30pm		5:30pm		7:30pm	8:30pm
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	EX   CURRENT WEEK	EK   CURRENT WEEK   NEXT WEEK	EK   CURRENT WEEK   NEXT WEEX > 10	EK   CURRENT WEEK   NEXT WEEK ▶ 10	EK   CURRENT WEEK   NEXT WEEK ▶ ME	EK   CURRENT WEEK   NEXT WEEK ► 10	EK   CURRENT WEEK   NEXT WEEK ➤ 100	EK   CURRENT WEEK   NEXT WEEK ▶ ME

4. Once you click on the session slot a pop-up box will appear. Here you can enter any notes about the session and, if desired, your instructor's name/email information.



5. Click the "save" button. You should receive an email confirming the appointment.