## Instructions for Scheduling an Online 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: PASSWORD: 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-

only 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 1020, 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

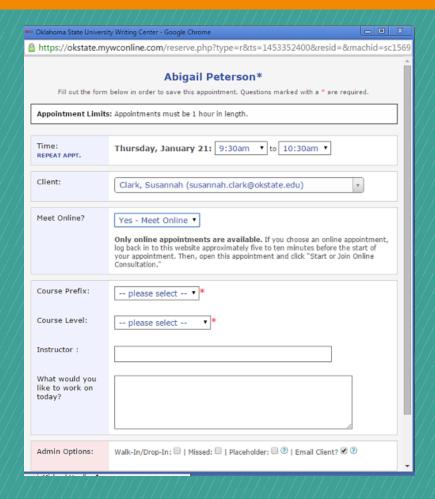
Tuesday, Wednesday, Thursday: 11:30 am-2:30 pm

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

2. Select an open slot (white box). Consultants available for online sessions are indicated with an astrix \* and Online appointments only written under their name.

Jan. 21: THURSDAY	9:30am	10:30am	11:30am
Abigail Peterson ∠			
Abigail Peterson* ∠ Online appts. only			
Ashley Arnold €			
Austin Arkell    ∠			
Brett Pendergrass 🖋			
Cheryl Kutcher ∠			
Christina Lane 🗸			

# 3. Fill out the form with the appropriate information and click "Save Appointment."



- 4. Five or ten minutes before your scheduled appointment, log back on to the appointment box and click "Start or Join Online Consultation" (the red text). Your consultant should join you shortly.
- 5. Once logged on, you will be greeted with a set of instructions concerning how to upload or copy/paste your draft onto the common screen. You have the option to communciate with your consultant via instant chat, audio, or video.

