

Registering for an Account in WCOonline

Helpful Hints brought to you by EMU's University Writing Center

WCOonline is the system the University Writing Center (UWC) uses to schedule and facilitate EMU's **undergraduate** writing center consultations (both Zoom and written feedback). This document provides instructions for registering for an account in WCOonline.

New UWC Users

If you are an undergraduate student and have never had a consultation with the UWC before (either in person or online), follow these instructions to register for an account:

1. Go to the EMU University Writing Center WCOonline website (<https://emich.mywconline.com>).
2. Click on the **Register for an account** link in the left-hand column.
3. Complete the form using your emich email address. Be sure to complete all of the required information, set your email and text messaging preferences, and complete the captcha form before moving on.
Note: Your password can be anything of your choosing, as long as it is 10 or more characters. It does not need to match your my.emich password.
4. Click on **Complete Registration**.

Returning UWC Users

If you are an undergraduate student who has consulted with the UWC in the past (prior to January 2021), you will already have an account in our system under your emich email address. This is because we previously used this system for record-keeping purposes and set up the account for you. You will need to follow these instructions to update and take control of your account:

1. Go to the EMU University Writing Center WCOonline website (<https://emich.mywconline.com>).
2. Click on the **Reset your password** link in the left-hand column.
3. Enter your emich email account address in the pop-up box that appears and click on **Reset password**.
4. Check your emich email account for an email from EMU University Writing Center. Open it and click on the **confirmation link** that confirms you requested a password reset.
5. Check your emich email account again for another email from the EMU University Writing Center. Open it and record the temporary password assigned to you by the system.
6. Go back to the EMU University Writing Center WCOonline website (<https://emich.mywconline.com>).
7. Log in using your emich email address and temporary password.
8. Complete the form with all of the required information and change your password (see #3 in "New UWC Users," above).
9. Click on **Complete Registration**.