

How To - Make an Account and Appointment

There are 2 ways to find us!

- 1) Go to and like *The Writing Center at Wallace Community College* Facebook page and click “Book Now.”
- 2) Go to www.wallace.mywconline.com.

Make sure the “Choose a Schedule” box is set to your campus (Wallace or Sparks).

Click on the “Click here to register” link.

Create a new account by filling out the form. Use your Wallace email address (first initial, full last name, and last four of your social security number @student.wallace.edu), and choose a password you will remember.

Make sure you complete each field with an asterisk (*) next to it.

When you have completed the form, click “register.”

Once you are registered, log in using your Wallace email and your new password.

Make sure you are logged on to the correct campus. The login screen is defaulted to the Wallace Campus.

Choose the date and time you would like to be tutored.

Schedule an appointment with the tutor of your choice by clicking on a blank (white) space on the row of that tutor’s name.

Set your appointment for your desired length: 30 minutes, 45 minutes, or 1 hour.

Click on the box next to “Meet Online?” and choose whether you would like Face-to-Face in Person or Online.

Click on the boxes and select your course name, course number, and instructor name. Also make sure you include what you would like to work on today (descriptive essay, literary analysis paper, brainstorm ideas, etc.).

Finally, click “Save Appointment.” You are all set.

Thanks for making an appointment at The Writing Center! See you soon!