

## Registering for and Activating a WOnline Account

**Step 1:** Add [writingcenter@emory.edu](mailto:writingcenter@emory.edu) to your safe senders list in your @emory.edu Outlook email account. *Note: It is important that this be your first step; otherwise, you might have difficulty activating your WOnline account.*

**Step 2:** Go to <https://emory.mywconline.com/> and click on [Register for an account](#).



### Emory Writing Center

**First visit?** [Register for an account](#).  
**Returning?** [Log in](#)

EMAIL ADDRESS:

PASSWORD:

CHOOSE A SCHEDULE:

Check box to **stay logged in**:

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**Having trouble logging in?** [Reset your password](#).

**Using screen reader software?** [Access the text-only scheduler](#).

**Receiving unwanted text messages?** [Remove your cell phone number](#).

**Welcome to the Emory Writing Center!** To get started, register for an account by clicking the link to the left. Be sure to use your Emory email address when registering. **After registering, you must activate your account by clicking the link in the automated email sent by WOnline.** Check your junk mail folder if the email does not appear in your inbox.

If you have already registered and activated your account, please log in to make an appointment.

If you are interested in distance tutoring, please read [our distance tutoring policy](#), and then [contact us](#) for instructions on how to schedule an appointment.

For more information about the Emory Writing Center and our tutors, please visit [our website](#).

**Step 3:** Complete the **Create a New Account** form and select the **Register** button at the bottom of the form when done.



### Create a New Account

Fill out the form below in order to create a new account on this system. Questions marked with a \* are required.

Email Address:	<input type="text"/>	*
First Name:	<input type="text"/>	*
Last Name:	<input type="text"/>	*
Standing:	<input type="text" value="-- please select --"/>	*
Major:	<input type="text"/>	*
How do you identify?	<input type="checkbox"/> American Indian <input type="checkbox"/> Asian <input type="checkbox"/> Black <input type="checkbox"/> Hawaiian <input type="checkbox"/> Hispanic <input type="checkbox"/> White	

**Step 4:** Check your Emory email for activation instructions. *Note: If the email does not appear in your inbox within 5 minutes of your registration, check your junk email folder.*



## Emory Writing Center

**Please check your email in order to complete your registration.** Before logging in, you must confirm your email address by clicking on a link in a message that was just sent to you. If you don't receive the message momentarily, check your spam filter.

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**Step 5:** Follow the link in the email.

The screenshot shows an email client interface with a ribbon menu at the top. The ribbon includes tabs for FILE, MESSAGE, INSERT, OPTIONS, FORMAT TEXT, REVIEW, and ADOBE PDF. The MESSAGE tab is active, displaying various actions like Ignore, Delete, Reply, Reply All, Forward, Meeting, and More. A Quick Steps pane is visible, showing actions like To Manager, Done, and Create New. The email header shows the sender as Emory Writing Center <writingcenter@emory.edu> and the subject as 'Activate Your Account: Emory Writing Center'. The email body contains a message to Alexis, thanking her for registering and providing a link to activate her account.

Activate Your Account: Emory Writing Center - Message (HTML)

FILE MESSAGE INSERT OPTIONS FORMAT TEXT REVIEW ADOBE PDF

Ignore Delete Reply Reply All Forward Meeting More

Quick Steps: FWS, Team Email, Reply & Delete, To Manager, Done, Create New

Move, Rules, OneNote, Actions, Assign Policy, Mark Unread, Categorize, Follow Up, Translate, Edit

Mon 9/18/2017 9:18 AM

Emory Writing Center <writingcenter@emory.edu>  
**Activate Your Account: Emory Writing Center**

To Hackney, Lex

[LinkedIn](#)

Dear Alexis,

Thank you for registering for an account at Emory Writing Center.

In order to activate your new account, click the link below. Once you have activated your account, you will be able to log in immediately.

[https://emory.mywconline.com/add\\_client.php?type=ACTIVATE&email=alexis.hackney@emory.edu&token=2EA10CD8F2](https://emory.mywconline.com/add_client.php?type=ACTIVATE&email=alexis.hackney@emory.edu&token=2EA10CD8F2)

Sincerely,

Emory Writing Center

**Step 6:** That's it! You're all set to use WOnline!



### Emory Writing Center

**You have successfully activated your account!** Please log in below to continue.

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PASSWORD:

CHOOSE A SCHEDULE:

Check box to **stay logged in:**  [?](#)

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