



Schedule a Tutoring Session with the Jones White Writing Center

1. Go to <https://iup.mywconline.com>
2. Register for an account
 - a. You will need: 1. Your IUP email, 2. Your class standing, 3. Your graduation year, 4. Your home language, 5. Your major, and 6. Your Banner ID.
 - b. Your password must be 10 characters in length.
3. Return to <https://iup.mywconline.com> and log in using the account you just created.
4. OPTIONAL: if you would prefer either a graduate or undergraduate tutor, use the drop-down menu at the top center of the page to “Limit to”.
5. Scroll to the day you wish to schedule for. You may schedule up to three weeks in advance. You must schedule at least one day in advance.
6. The tutors are listed vertically on the left, and the time horizontally to the top. The white boxes are the available appointments.
7. To schedule, click on the box under the time you would like your appointment to start.
8. In the window that opens, you can select the end time of your appointment. Please be aware:
 - a. Appointments start on the hour (i.e. 10am, 11am, etc.).
 - b. All appointments are 45 minutes in length.
 - c. You may schedule back-to-back appointments but are limited to two appointments total per day.
9. To schedule your appointment, you will need: 1. Your course, 2. Your instructor’s name, and 3. A brief overview of what you would like to work on.
10. Appointments can be scheduled as synchronous (Online) or asynchronous (eTutoring).
 - a. Synchronous (Online) appointments will be conducted through video/audio chat at the time of your appointment.

- b. Asynchronous (eTutoring) appointments require you to upload your document with your appointment. A tutor will return your document with comments and corrections at the end of your scheduled appointment time. You will access it either through email attachment or by going to your appointment time on the schedule.
11. Please be punctual for your appointment.
- a. For synchronous (Online) appointments, open the meeting through your appointment booking at the time of your appointment.
 - b. For asynchronous (eTutoring) appointments, upload your document at or before the start time of your appointment.
12. For any technical difficulties, please call 724-357-3029 Monday-Friday between 8:00am and 4:30pm. You can also contact the writing center by emailing us at w-center@iup.edu.