

# The Learning Center: Online Tutoring Registration

[sunyocc.mywconline.net](http://sunyocc.mywconline.net)

# The Learning Center

The Learning Center is the resource for OCC students who want help with their courses.

Students make appointments for tutoring help through a website called WCOOnline.

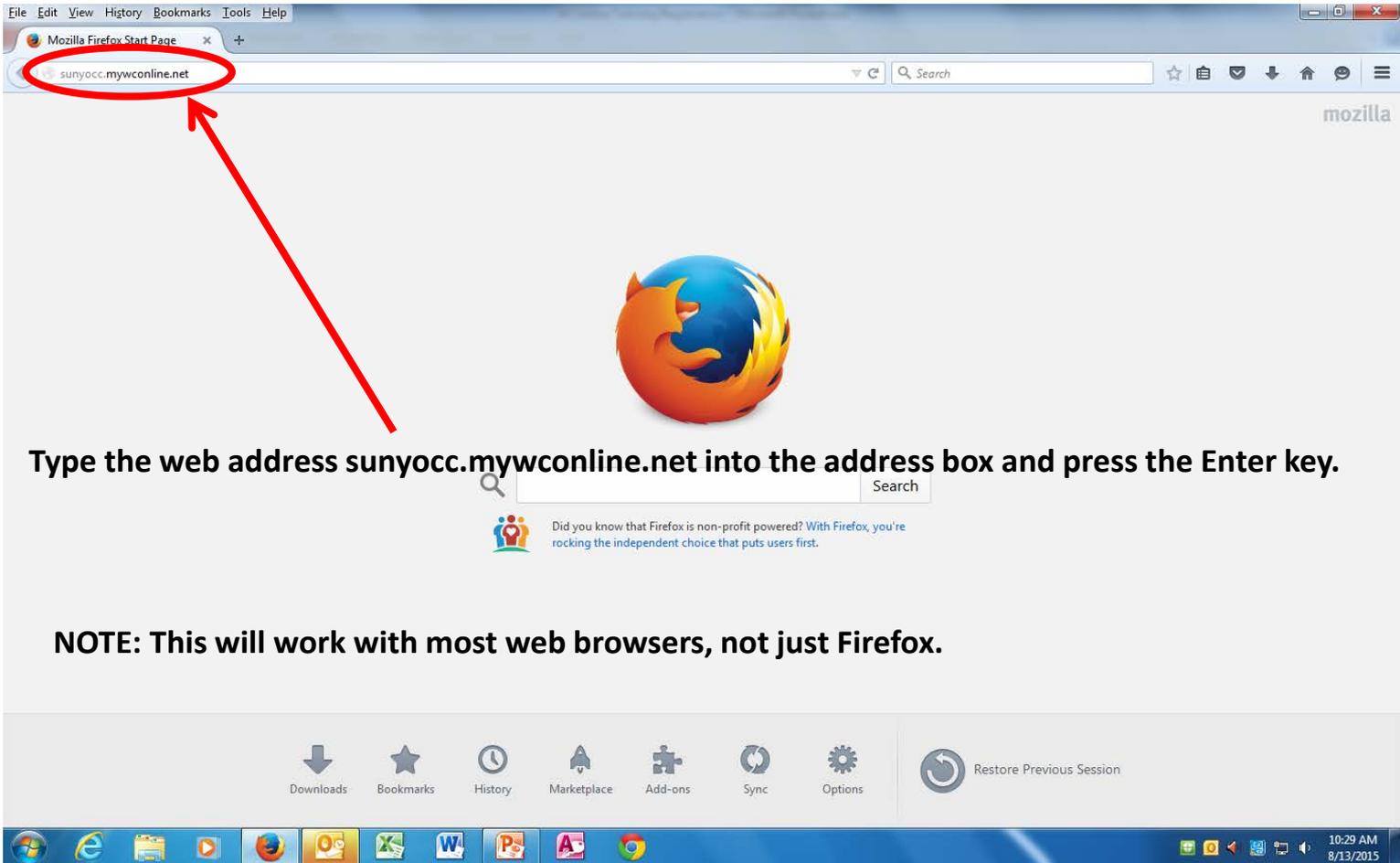
WCOOnline requires a one-time registration for the students who use it.

# Online Tutoring Registration

Registration is simple and straightforward.

Registration will normally only take a minute or two to complete.

# WCOonline Web Address



The screenshot shows a Mozilla Firefox browser window. The address bar at the top contains the text "sunyocc.mywconline.net", which is circled in red. A red arrow points from the text below to this address bar. The browser's main content area displays the Mozilla Firefox logo and a search bar. Below the search bar, there is a small icon and text: "Did you know that Firefox is non-profit powered? With Firefox, you're rocking the independent choice that puts users first." At the bottom of the browser window, there is a toolbar with icons for Downloads, Bookmarks, History, Marketplace, Add-ons, Sync, Options, and a "Restore Previous Session" button. The Windows taskbar is visible at the very bottom, showing various application icons and the system clock indicating 10:29 AM on 8/13/2015.

Type the web address **sunyocc.mywconline.net** into the address box and press the Enter key.

**NOTE: This will work with most web browsers, not just Firefox.**

# WCOonline Registration

File Edit View History Bookmarks Tools Help

Onondaga Community Co... x

https://sunyocc.mywconline.net

ONONDAGA  
COMMUNITY COLLEGE

**Onondaga Community College**

First visit? [Click here to register.](#)  
Returning? Log in below.

EMAIL ADDRESS:

PASSWORD:

CHOOSE A SCHEDULE:  
-- please select --

Check box to **stay logged in:**  ?

LOG IN

Having trouble logging in?  
[Click here to reset your password.](#)

Using screen reader software?  
[Click here for the text-only scheduler.](#)

Welcome to WCONLINE! To get started, register for an account by clicking the link to the left.

**This is the WCOonline Login page for OCC students.**

**If this is your first visit here, you will have to register to use the Learning Center.**

**You can register by clicking on this link.**

Onondaga Community College is a college of the State University of New York (SUNY) system and one of 30 locally sponsored community colleges throughout New York State. Onondaga County is our sponsor.

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12:06 PM  
8/12/2015

# WCOonline Create Account

File Edit View History Bookmarks Tools Help

wco Onondaga Community Co... x +

https://sunyocc.mywcoonline.net/register.php

ONONDAGA  
COMMUNITY COLLEGE

**This is the page for you to  
create your account.**

**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:  \*

First Name:  \*

Last Name:  \*

Student ID:  \*

Major:  \*

Telephone Number:  \*

**Password**

Password:  \*

Re-Enter Password:  \*

**Email Options**

Send an Email:  When I make an appointment

10:36 AM  
8/13/2015

# WCOonline Email

**This is the page for you to create your account.**

**Start by inputting your valid OCC email address.**

**NOTE: You MUST use your OCC email!!**

**For students, your OCC email is your OCC computer login, followed by @clasnet.sunyocc.edu**

**Please, do not forget the "clasnet"—with only one S.**

**If you have questions about your OCC email or computer login, please call the Computer Helpdesk at 498-2999.**

**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:  \*

First Name:  \*

Last Name:  \*

Student ID:  \*

Major:  \*

Telephone Number:  \*

**Password**

Password:  \*

Re-Enter Password:  \*

**Email Options**

Send an Email:  When I make an appointment:

# WCOonline Name

**Next, input your first name, then your last name.**

**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:  \*

First Name:  \*

Last Name:  \*

Student ID:  \*

Major:  \*

Telephone Number:  \*

**Password**

Password:  \*

Re-Enter Password:  \*

**Email Options**

Send an Email:  When I make an appointment

10:49 AM  
8/13/2015

# WCOonline ID Number

**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:  \*

First Name:  \*

Last Name:  \*

Student ID:  \*

Major:  \*

Telephone Number:  \*

**Password**

Password:  \*

Re-Enter Password:  \*

**Email Options**

Send an Email:  When I make an appointment

10:53 AM  
8/13/2015

**Next, input your valid Student ID Number.**

**If you do not know your Student ID Number, you can find it by looking up your class schedule on WEBACCESS.**

# WCOonline Major

**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:  \*

First Name:  \*

Last Name:  \*

Student ID:  \*

Major:  \*

Telephone Number:  \*

**Password**

Password:  \*

Re-Enter Password:  \*

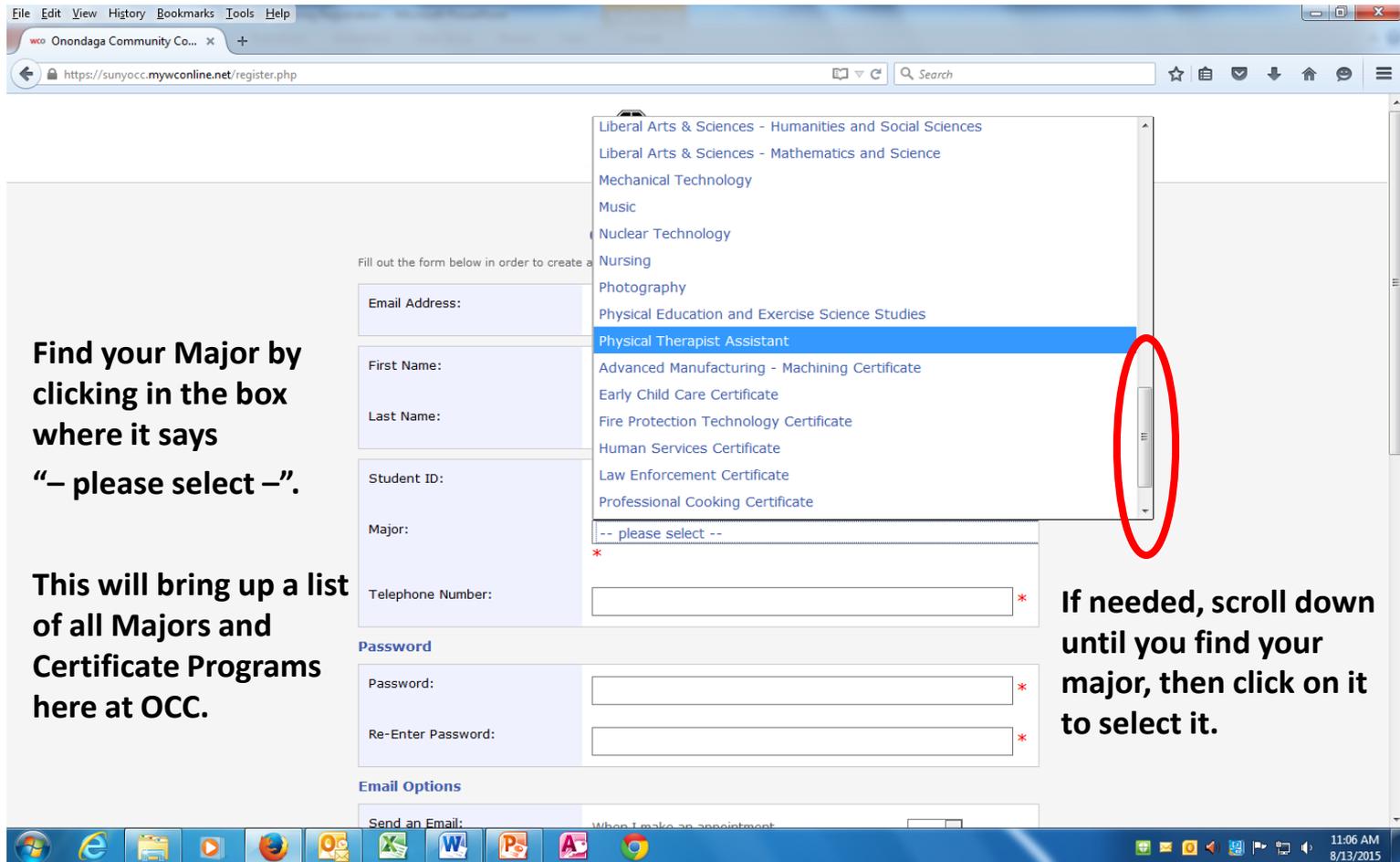
**Email Options**

Send an Email:  When I make an appointment

12:31 PM  
8/13/2015

Find your Major by clicking in the box where it says “-- please select --”.

# WCOonline Major Scroll



File Edit View History Bookmarks Tools Help

wco Onondaga Community Co... x

https://sunyocc.mywcoonline.net/register.php

Search

Fill out the form below in order to create a

Email Address:

First Name:

Last Name:

Student ID:

Major:

Telephone Number:

Password:

Re-Enter Password:

Email Options

Send an Email:  When I make an appointment

Liberal Arts & Sciences - Humanities and Social Sciences

Liberal Arts & Sciences - Mathematics and Science

Mechanical Technology

Music

Nuclear Technology

Nursing

Photography

Physical Education and Exercise Science Studies

Physical Therapist Assistant

Advanced Manufacturing - Machining Certificate

Early Child Care Certificate

Fire Protection Technology Certificate

Human Services Certificate

Law Enforcement Certificate

Professional Cooking Certificate

11:06 AM  
8/13/2015

Find your Major by clicking in the box where it says “-- please select --”.

This will bring up a list of all Majors and Certificate Programs here at OCC.

If needed, scroll down until you find your major, then click on it to select it.

# WCOonline Phone

**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:  \*

First Name:  \*

Last Name:  \*

Student ID:  \*

Major:  \*

Telephone Number:  \*

**Password**

Password:  \*

Re-Enter Password:  \*

**Email Options**

Send an Email:  When I make an appointment

Next, input your telephone number.

11:13 AM  
8/13/2015

# WCOonline Create Password

**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: XXXXXXX@dasnet.sunyocc.edu \*

First Name: Jane \*

Last Name: Doe \*

Student ID: 00000 \*

Major: Physical Therapist Assistant \*

Telephone Number: 315-498-2103 \*

**Password**

Password: ..... \*

Re-Enter Password: ..... \*

**Email Options**

Send an Email:

When I make an appointment. Yes

When I modify an appointment. Yes

When I delete an appointment. Yes

11:17 AM  
8/13/2015

**Create a password that you can easily remember.**

**You are asked to re-enter the password to confirm it.**

# WCOonline Bottom of Page

The screenshot shows a web browser window with the URL `https://sunyocc.mywconline.net/register.php`. The page contains a registration form with the following sections:

- Password:** Two input fields for "Password:" and "Re-Enter Password:", both containing masked characters (dots) and marked with a red asterisk.
- Email Options:** A section with several options, each with a dropdown menu:
  - Send an Email: When I make an appointment. (Yes)
  - When I modify an appointment. (Yes)
  - When I delete an appointment. (Yes)
  - When an announcement or mass email is sent. (Yes)
  - To remind me of my upcoming appointment. (Yes)
- Include iCal Link?** (No)
- Text Message Options:** A section with a paragraph of text and a red warning: "Charges may be incurred by sending text messages to your cell phone. You are agreeing to be responsible for such charges by using this optional feature." Below this are input fields for "CELL PHONE NUMBER (TEN DIGITS, NUMBERS ONLY):" and "CELL PHONE CARRIER:" (with a dropdown menu showing "-- select carrier --").

At the bottom of the form are two buttons: "REGISTER" and "CANCEL".

On the right side of the page, there is a vertical scrollbar. A red oval is drawn around the scrollbar, indicating that the user may need to scroll down to see information at the bottom of the page.

**You may have to scroll down to see the information on the bottom of the page.**

# WCOonline Email Options

As you can see, you may choose several options for email notification.

They are all set to "Yes" by default.

It is probably best to keep them all at "Yes", but you can choose to change one or more of them.

**NOTE: You MUST use your OCC email to get these messages!!**

The screenshot shows a web browser window with the URL <https://sunyocc.mywconline.net/register.php>. The page is titled "Onondaga Community Co..." and contains a registration form. The form has several sections:

- Password:** Fields for "Password:" and "Re-Enter Password:" with asterisks indicating required fields.
- Email Options:** A section with five rows of options, each with a dropdown menu. All dropdowns are currently set to "Yes". This entire section is circled in red.
  - When I make an appointment. (Yes)
  - When I modify an appointment. (Yes)
  - When I delete an appointment. (Yes)
  - When an announcement or mass email is sent. (Yes)
  - To remind me of my upcoming appointment. (Yes)
- Include iCal Link?** (No)
- Text Message Options:** A section with a warning about charges for text messages and fields for "CELL PHONE NUMBER (TEN DIGITS, NUMBERS ONLY):" and "CELL PHONE CARRIER:" (set to "-- select carrier --").

At the bottom of the form are "REGISTER" and "CANCEL" buttons. The Windows taskbar at the bottom shows the time as 11:34 AM on 8/13/2015.

# WCOonline iCal Option

You can reset the iCal Link option to "Yes", if it is useful to you.

You can click on the question mark if you have questions about iCal.

The screenshot shows a web browser window with the URL <https://sunyocc.mywconline.net/register.php>. The page is titled "Onondaga Community Co..." and contains a registration form. The form has several sections: "Password" with fields for "Password:" and "Re-Enter Password:"; "Email Options" with a "Send an Email:" section containing five dropdown menus (all set to "Yes") and an "Include iCal Link?" dropdown menu (set to "No") which is circled in red. A red arrow points from the text "You can click on the question mark if you have questions about iCal." to the question mark icon next to the "Include iCal Link?" label. Below the "Include iCal Link?" section is a "Text Message Options:" section with explanatory text and a warning: "Charges may be incurred by sending text messages to your cell phone." Below this are fields for "CELL PHONE NUMBER (TEN DIGITS, NUMBERS ONLY):" and "CELL PHONE CARRIER:" with a dropdown menu. At the bottom of the form are "REGISTER" and "CANCEL" buttons. The Windows taskbar at the bottom shows the time as 11:34 AM on 8/13/2015.

# WCOonline Text Options

The screenshot shows a web browser window with the URL <https://sunyocc.mywcoonline.net/register.php>. The page contains a registration form with the following sections:

- Password:** Fields for "Password:" and "Re-Enter Password:" with red asterisks indicating required fields.
- Email Options:** A section with several options, each with a dropdown menu:
  - Send an Email: When I make an appointment. (Yes)
  - Send an Email: When I modify an appointment. (Yes)
  - Send an Email: When I delete an appointment. (Yes)
  - Send an Email: When an announcement or mass email is sent. (Yes)
  - Send an Email: To remind me of my upcoming appointment. (Yes)
  - Include iCal Link? (No)
- Text Message Options:** A section with a red arrow pointing to it from the left. It contains the following text:

You have the **option** of receiving appointment reminders and waiting list "appointment available" notices via text message instead of via email. If you wish to prefer to receive text message notices, enter your 10 digit cell phone number and select your carrier below.

**Charges may be incurred by sending text messages to your cell phone.** You are agreeing to be responsible for such charges by using this optional feature.

CELL PHONE NUMBER (TEN DIGITS, NUMBERS ONLY):  
[Input field]

CELL PHONE CARRIER:  
-- select carrier --

At the bottom of the form are "REGISTER" and "CANCEL" buttons.

**Don't forget:  
Charges may be incurred by sending text messages to your cell phone. You are agreeing to be responsible for such charges by using this optional feature.**

**You can set the text message option, if your carrier supports it.**

# WCOonline Register Button

The screenshot shows a web browser window with the URL `https://sunyocc.mywcoonline.net/register.php`. The page contains a registration form with the following sections:

- Password:** A text input field with a red asterisk.
- Re-Enter Password:** A text input field with a red asterisk.
- Email Options:**
  - Send an Email:** A section with five rows, each containing a question and a dropdown menu set to "Yes":
    - When I make an appointment.
    - When I modify an appointment.
    - When I delete an appointment.
    - When an announcement or mass email is sent.
    - To remind me of my upcoming appointment.
  - Include iCal Link?** A dropdown menu set to "No".
  - Text Message Options:** A section with a paragraph of text, a red warning: "Charges may be incurred by sending text messages to your cell phone. You are agreeing to be responsible for such charges by using this optional feature.", and three input fields: "CELL PHONE NUMBER (TEN DIGITS, NUMBERS ONLY)", "CELL PHONE CARRIER", and a dropdown menu set to "-- select carrier --".

At the bottom of the form are two buttons: "REGISTER" and "CANCEL". A red arrow points from the text on the left to the "REGISTER" button.

**Once you have completely filled out this form, click the REGISTER button to complete the registration process.**

**You will have the option to edit this profile, if you need to change anything, inside the scheduling program.**

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1:54 PM  
8/12/2015

# From Registration to Login

File Edit View History Bookmarks Tools Help

Onondaga Community Co... x

https://sunyocc.mywconline.net

ONONDAGA  
COMMUNITY COLLEGE

**Onondaga Community College**

**First visit?** [Click here to register.](#)  
**Returning?** Log in below.

EMAIL ADDRESS:

PASSWORD:

CHOOSE A SCHEDULE:  
-- please select --

Check box to **stay logged in:**  ?

**Having trouble logging in?**  
[Click here to reset your password.](#)

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

Welcome to WCONLINE 5! To get started, register for an account by clicking the link to the left.

**When you have successfully completed the registration, you will be taken back to the original Login page.**

**You will only need to register one time.**

**Now you can Login and set your appointment for tutoring.**

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12:06 PM  
8/12/2015