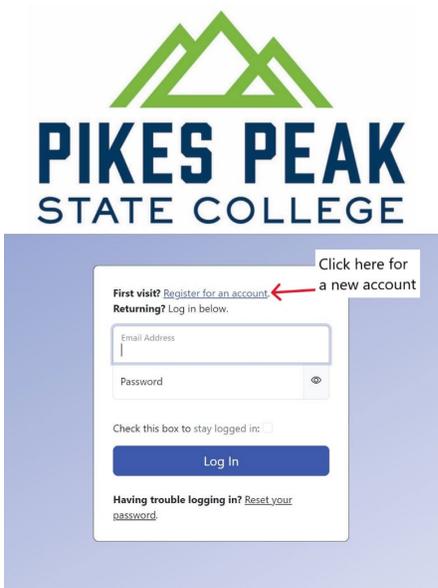# Using WCOnline

1) open pikespeak.mywconline.com

2) first time, register for an account. Must be a pikepeak.edu or student.cccs.edu email

    -Answer the questions

    -Choose communication preferences. Signing up for texts can be very helpful if you don't want to check your school email as often

3) Choose the day and slot you want your paper reviewed OR when you want to have a Video Appointment

    -The schedule goes out 14 days in advance, and you can make 1 appointment per day, 3 per week

    -Appointments can be made up to 1 hour in advance

4) Choose the type of appointment you want

-Asynchronous Email is through email. The paper will be reviewed that day. Be sure to attach all documents

-Online Video is face-to-face video. You can attach documents early, as well as have them ready for upload during the Video appointment

5) Answer the questions and attach documents

6) Pay attention to your school email for confirmation of the appointment, and further contact as needed.

7) Sign in the WCOnline 15 min before a Video appointment to make sure audio/video works and you can access the room.