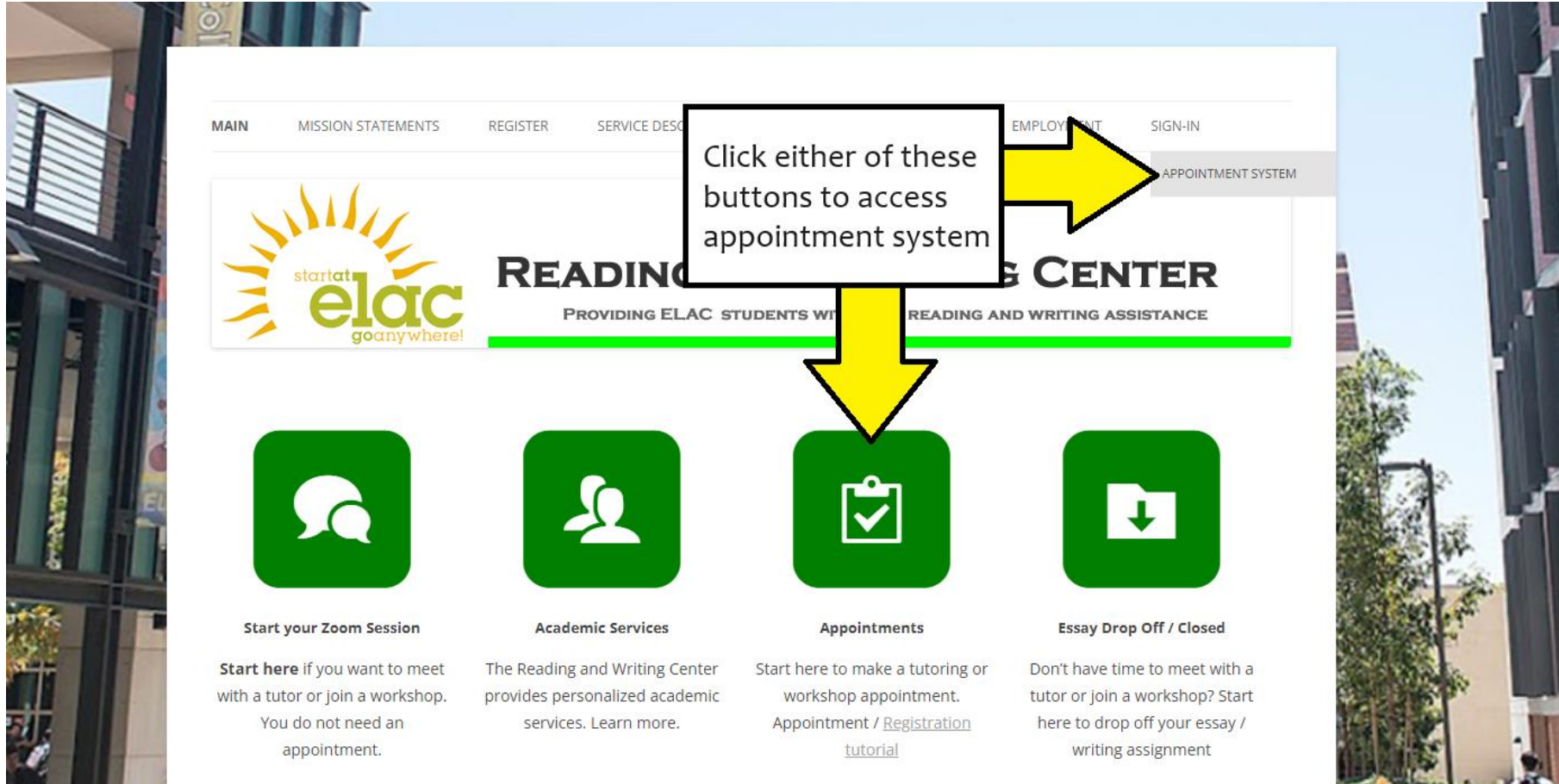


ELAC Reading and Writing Center

Making an Appointment

Step 1: Access appointment system



The image shows a screenshot of the ELAC Reading and Writing Center website. The page features a navigation menu at the top with links for MAIN, MISSION STATEMENTS, REGISTER, SERVICE DESCRIPTIONS, EMPLOYMENT, and SIGN-IN. Below the navigation is the ELAC logo with the tagline "start at elac go anywhere!" and the text "READING AND WRITING CENTER PROVIDING ELAC STUDENTS WITH READING AND WRITING ASSISTANCE". A yellow callout box with a black border contains the text "Click either of these buttons to access appointment system" and a yellow arrow pointing to the "APPOINTMENT SYSTEM" link in the navigation menu. Below the callout box, a large yellow arrow points down to the "Appointments" icon, which is a green square with a white clipboard icon. The "Appointments" section includes the text: "Start here to make a tutoring or workshop appointment. Appointment / [Registration tutorial](#)".

Click either of these buttons to access appointment system

APPOINTMENT SYSTEM

elac start at go anywhere!

READING AND WRITING CENTER
PROVIDING ELAC STUDENTS WITH READING AND WRITING ASSISTANCE

Appointments

Start here to make a tutoring or workshop appointment.
Appointment / [Registration tutorial](#)

Step 2: Log into appointment system

Log into elacwritingcenter schedule

Student Login

Email:

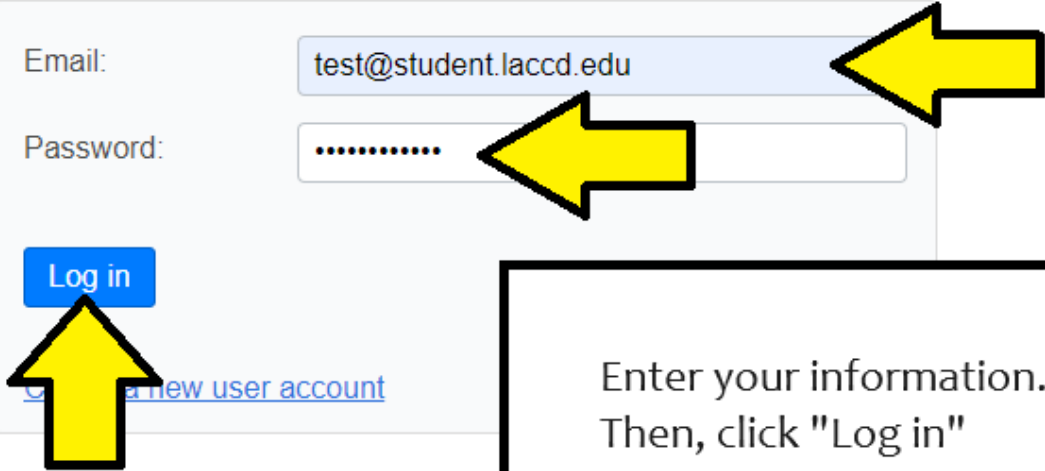
Password:

[Log in](#)

[Create new user account](#)

[Lost password?](#)

Enter your information.
Then, click "Log in"



Step 3: Choose a service

Elacwritingcenter

PLEASE SELECT ONE
Main Campus Appointments
Online Tutoring Appointments
Workshop Schedules
Reserve Room 211



Choose a service.
Then, click on
that service

Step 4: Choose an available day

Schedule for Main Campus Appointments

Welcome to the Writing Center's Online Appointment System. This system will allow students to make tutoring appointments where there is computer and internet access. Students must make reservations here, online. Staff may not make appointments for students; however, staff will help students make appointments online if asked. For the Writing Center's Main Campus Site, students may only make a total of 3 appointments in advance. No same day appointments are allowed.

< Thu 1/4 > Today Day Agenda Available < January 2024 >

THURSDAY 4 JANUARY 2024

6 am

7 am

8 am

9 am

8:30am - 9:00am (1/1)

9:00am - 9:30am (0/1)

9:30am - 10:00am (0/1)

Choose an available day.
Then, click on that day

SUN	MON	TUE	WED	THU	FRI	SAT
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3

Step 5: Choose an available time

Schedule for Main Campus Appointments

Welcome to the Writing Center's Online Appointment System. This system will allow students to make tutoring appointments where there is computer and internet access. Students must make reservations here, online. Staff students; however, staff will help students make appointments online if asked. For the Writing Center's Main Campus Site, students may only make a total of 3 appointments in advance. No same day appointments are allow

< Thu 1/4 > Today Day Agenda Available

THURSDAY 4 JANUARY 2024

6 am

7 am

8 am

9 am

10 am

11 am

Noon

4:00 pm

8:30am - 9:00am (1/1)

9:00am - 9:30am (0/1)

9:30am - 10:00am (0/1)

10:00am - 10:30am (0/1)

10:30am - 11:00am (0/1)

11:00am - 11:30am (0/1)

11:30am - 12:00pm (0/1)

12:00pm - 12:30pm (0/1)

12:30pm - 1:00pm (0/1)

Choose a time. Then, click on that time

Step 6: Begin making your appointment

The screenshot displays a scheduling interface with a vertical time axis on the left ranging from 8 am to 2 pm. The time slots are represented by horizontal bars, each with a time range and a count in parentheses: 8:30am - 9:00am (1/1), 9:00am - 9:30am (0/1), 9:30am - 10:00am (0/1), 10:00am - 10:30am (0/1), 10:30am - 11:00am (0/1), 11:00am - 11:30am (0/1), 11:30am - 12:00pm (0/1), 12:00pm - 12:30pm (0/1), 12:30pm - 1:00pm (0/1), 1:00pm - 1:30pm (0/1), 1:30pm - 2:00pm (0/1), and 2:00pm - 2:30pm (0/1). A modal window titled "View Slot" is open, showing details for the 11:00am - 11:30am slot on Thursday, 1/4. The modal includes a close button (X), the date and time "Thu 1/4 11:00am - 11:30am", a count "0 / 1" with "1 available" below it, a "No appointments yet" message, a calendar icon, and buttons for "New appointment", "Edit slot", and "Close". A yellow arrow points from a text box to the "New appointment" button.

8 am

9 am

10 am

11 am

Noon

1 pm

2 pm

8:30am - 9:00am (1/1)

9:00am - 9:30am (0/1)

9:30am - 10:00am (0/1)

10:00am - 10:30am (0/1)

10:30am - 11:00am (0/1)

11:00am - 11:30am (0/1)

11:30am - 12:00pm (0/1)

12:00pm - 12:30pm (0/1)

12:30pm - 1:00pm (0/1)

1:00pm - 1:30pm (0/1)

1:30pm - 2:00pm (0/1)

2:00pm - 2:30pm (0/1)


2:30pm - 3:00pm (0/1)

View Slot X

Thu 1/4 11:00am - 11:30am

0 / 1
1 available

No appointments yet



[New appointment](#) [Edit slot](#) [Close](#)

After selecting the time, click the "New Appointment" button

Step 7: Enter your info and make the appointment

8:30am – 9:00am (1/1)

9:00am – 9:30am (0/1)

9:30am – 10:00am (0/1)

10:00am – 10:30am (0/1)

10:30am – 11:00am (0/1)

11:00am – 11:30am (0/1)

11:30am – 12:00pm (0/1)

12:00pm – 12:30pm (0/1)

12:30pm – 1:00pm (0/1)

1:00pm – 1:30pm (0/1)

1:30pm – 2:00pm (0/1)

2:00pm – 2:30pm (0/1)

2:30pm – 3:00pm (0/1)

3:00pm – 3:30pm

New Appointment [X]

Thu 1/4 11:00am – 11:30am

0 / 1
1 available

Full name *

Your ID Number *

Class (ie. ENG101); Instructor *

* Indicates required field

[Cancel](#)

Enter the required information

After entering your information, click the "Create appointment" button

Step 8: Congratulations! You made the appointment

Schedule for Main Campus Appointments

Welcome to the Writing Center's Online Appointment System. This system will allow students to make tutoring appointments where there is computer and internet access. Students must make reservations here, online. Staff may not make appointments for students; however, staff will help students make appointments online if asked. For the Writing Center's Main Campus Site, students may only make a total of 3 appointments in advance. No same day appointments are allowed.

Appointment successfully created

< Thu 1/4 > Today Day Agenda Available

THURSDAY 4 JANUARY 2024

6 am
7 am
8 am

8:30am - 9:00am

You will receive this message once you have successfully made your appointment. You will also receive an email.

< January 2024 >

SUN	MON	TUE	WED	THU	FRI	SAT
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3