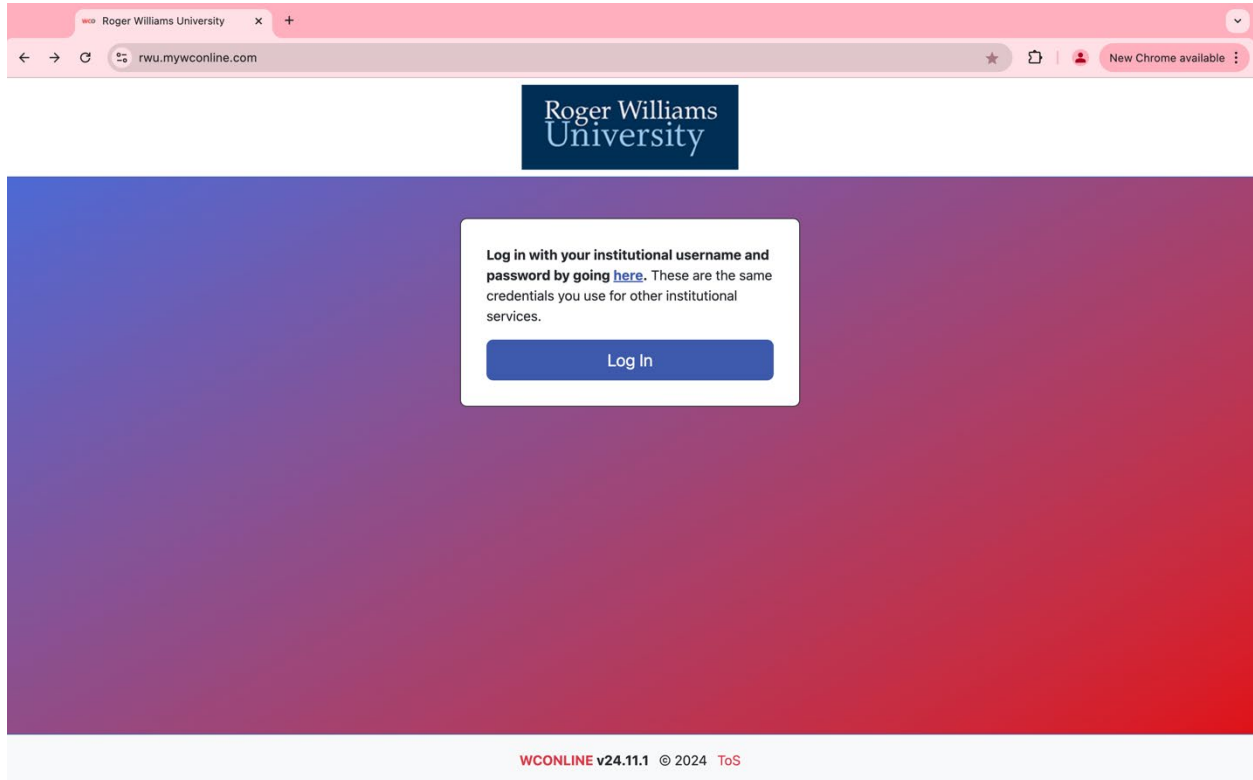
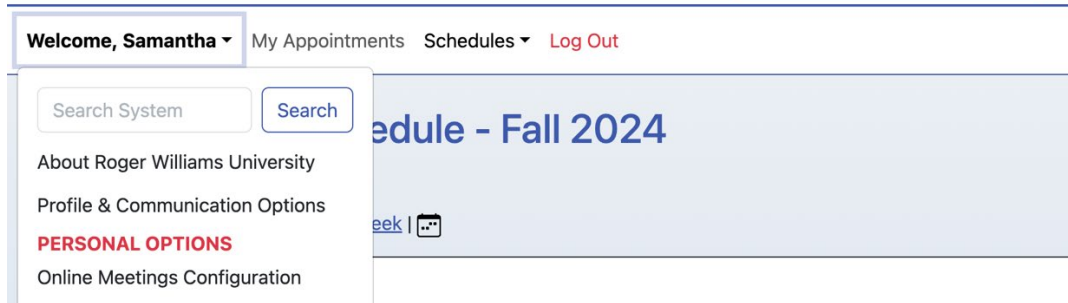


## Setting up a Profile with WOnline for the Writing Center and Academic Excellence

1. Go to <https://rwu.mywconline.com/>



2. Next, log in with your institutional username and password by clicking “here.” The page should bring you to an RWU login page. Sign in using your student@g.rwu username and password.
3. Then click on “Welcome, [Your Name]” in the top left corner and click on “Profile & Communication Options.”



Welcome, Samantha ▾ My Appointments Schedules ▾ Log Out

Search System Search

About Roger Williams University

Profile & Communication Options

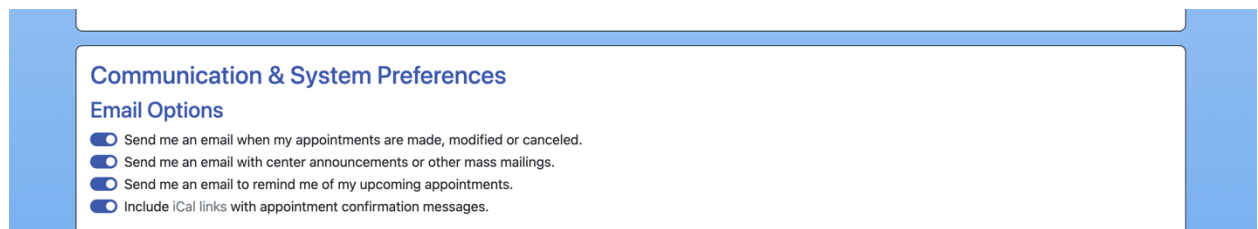
**PERSONAL OPTIONS**

Online Meetings Configuration

Schedule - Fall 2024

Week | 📅

4. Once you are on “Update Your Profile and Communication Options,” scroll all the way to the bottom, make sure all “Email Options” are enabled, and click “save changes.” If you change any of the default settings at the top of the page, make sure to click “save changes” at the end.



**Communication & System Preferences**

**Email Options**

- Send me an email when my appointments are made, modified or canceled.
- Send me an email with center announcements or other mass mailings.
- Send me an email to remind me of my upcoming appointments.
- Include iCal links with appointment confirmation messages.