

# Sandburg: My WC Online Student Instructions

Step 1: Go to <http://sandburg.mywconline.com/>

Step 2:

Select - Click here to register:

**Carl Sandburg High School**

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

EMAIL ADDRESS:

PASSWORD:

CHOOSE A SCHEDULE:  
Period 2 (8:55-9:30) ▾

Check box to stay logged in:  ?

Step 3:

Fill out your information using your D230 Gmail account, which is your ID#@d230.org'

Example: [123456@d230.org](mailto:123456@d230.org)

All fields marked with a red \* needs to be completed.

Email Address:  \*

First Name:  \*

Last Name:  \*

Password:  \*

Re-Enter Password:  \*

Step 4: Scroll down to the teacher you would like to schedule time with and click in the open area to the right:

WELCOME TERRI! ▾ SCHEDULE August 26 - September 1 : Period 2 (8:55-9:30) ▾  
◀ PREV WEEK | CURRENT WEEK | NEXT WEEK ▶

HELP??

Aug. 26: TUESDAY	9:00am
Airola Mr. ↗	
Allen Mr. S227 ↗ Allows 7 member groups	
Angel Ms. S166 ↗ Allows 7 member groups	
Antczak Ms. E225 ↗ Allows 7 member groups	

# Sandburg: My WC Online Student Instructions

**Step 5: Enter in any notes and Click “Save Appointment” to finish your registration. The area will turn green showing your appointment has been added.**

**Antczak Ms. E225**  
Fill out the form below in order to save this appointment. Questions marked with a \* are required.

Location: Room E225  
Appointment Limits: Appointments must be 30 minutes in length.

Time: REPEAT APPT. Tuesday, August 26: 9:00am to 9:30am

Client: Search: [ ] Select: Nelson, Terri

Optional: What would you like to work on today?

Admin Options: Walk-In/Drop-In:  | Missed:  | Placeholder:  | Email Client?

**SAVE APPOINTMENT** CLOSE WINDOW

WELCOME TERRI! | SCHEDULE | August 26 - September 1 | Period 2 (8:55-9:30)

Aug. 26: TUESDAY | 9:00am

Airola Mr.	
Allen Mr. S227	
Angel Ms. S166	
Antczak Ms. E225	
Ardizzone Ms. S105	

**\*Note that if the teacher is NOT available (session full), the area will be Blue and you will NOT be able to schedule time with that staff member.**

09/03: TUESDAY | 9:00am

Airola Mr.	
Allen Mr.	
Angel Ms.	
Antczak Ms.	
Ardizzone Ms.	

## CANCELLATIONS OR MODIFYING APPOINTMENTS

**If you need to cancel an appointment or change to a different session, click on the green slot with your appointment and select “Cancel This Appointment”**

Time: Tuesday, September 03: 9:00am to 9:30am

Optional: What would you like to work on today?

SAVE CHANGES **CANCEL THIS APPOINTMENT** CLOSE WINDOW