

How to Sign Up for a TARC Tutor Using WOnline

1. Log on to our webpage: www.uwm.edu/dept/tarc.
2. Scroll down to the bottom of the page and click on the star that says “Appointments.” This will bring you to our appointment system log on screen.
3. Register. If you are new to our scheduling system, please register by clicking on “Click Here to Register.” Provide the necessary information. (You can skip the “Institution” and “Position” fields).
4. Once you have registered, the program will bring you back to the log in screen. Simply log in using your full email address and new password.
5. Once you log in, please select a subject schedule (i.e. math, foreign language, etc.) from the drop down menu at the top of the page. Then scroll to the day of the week for your first tutoring appointment. Tutoring appointments must be made 24 hours in advance.
6. Select a tutor. Available tutors appear in bold on the left of each day’s grid. Clicking on the name of a tutor reveals the subjects he or she tutors. ***Be sure to select a tutor who matches your course need.***
7. Select a meeting day and time. Each block on the grid corresponds to a code:
 - Maroon = Not Available
 - White = Available, no appointments have been made.
 - Yellow = A tutoring group is currently forming and still accepting students.
 - Dark Blue = Full Reservation. No more students can sign up for that time.
 - Gray = Past Reservation
8. Fill out the reservation screen. Once you’ve found a day and time that works with your schedule, click on the name of your tutor and fill out the required fields. Be sure to list the course name and number (ex. “chemistry 100” or “Sociology 102,” etc.). Your reservation will automatically repeat for the same day and time for the rest of the semester. You will receive a confirmation of your reservation in your email, which will allow you to delete or modify your reservation via the same system.
9. If you do not find a time that matches your schedule, or if we do not currently offer the course you need, go to Bolton 180 to fill out a tutoring request form on paper.

Bolton 180 Hours:
Monday through Wednesday 9am to 7pm
Thursday 9am to 5pm
Friday 9am to 3pm

(414) 229-2779