Set up your account for ARC services

Bates’ Academic Resource Commons (ARC) is your one-stop resource for academic support, located on the first floor of Ladd Library. When you first use ARC’s services, you need to set up an account and attach it to your Bates ID card. In order to make this process as smooth as possible, you can complete the first few steps before you come to campus.

1. Navigate your browser to <<bates.mywconline.com>>. You should see this screen:
2. Click on the “register for an account” link. You should see this screen:

![Create New Account Form](https://example.com/register.png)

3. Fill out the fields marked with a red star. Use your Bates email, and choose a password that you will remember until the first time you clock in to ARC. Click the “register” button at the bottom of the screen.

4. Once you’re on campus, come into ARC (on the first floor of Ladd Library), and finish attaching your card to your account (once you do this, you’ll never have to remember this password again).

5. Come to the front desk of ARC (on the first floor of the Ladd Library) and let the Resource Representative there know that you need to attach your card to your account. They will walk you through the remaining steps (listed below).
6. The first time you come into ARC, swipe your Bates ID card on the card scanner. You should see this screen:

![](https://bates.mywconline.com/cardscan.php)

7. Enter your Bates email, and the password you chose when you created the account. Click on “Attach Card”. You should then see this screen.
8. Swipe your card one more time. You should then see this screen:

![Image of the Academic Resource Commons login screen]

9. Select the reason you’re using ARC (Content tutoring, writing support, PAL session, just to study, etc) and the class you’re using ARC for. Click “Clock In”.

10. You’re all set! Thanks for using ARC! (For the rest of your time at Bates, you’ll only have to go through steps 6, 7 and 8)