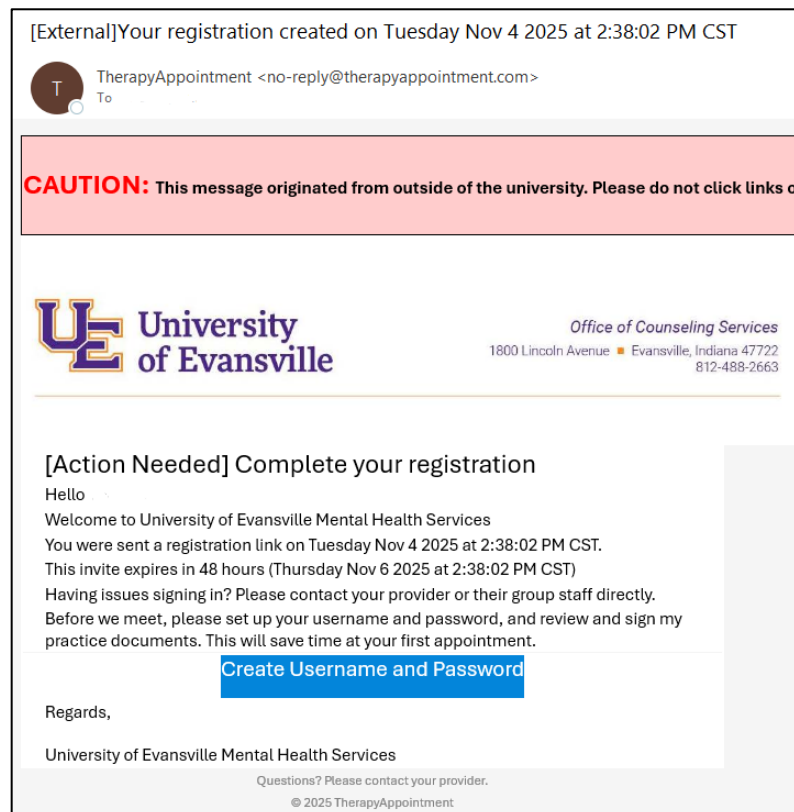


### *How do I register for Counseling Services?*

1. Call, email, or visit Counseling Services and provide your UE email, date of birth, and phone number.
2. Work with Counseling Services staff to schedule an appointment.
3. Counseling Services will then initiate your enrollment in the **Therapy Appointment** platform.
4. You will receive an email from **no-reply@therapyappointment** with directions on completing your registration in Therapy Appointment.

The email will look this:



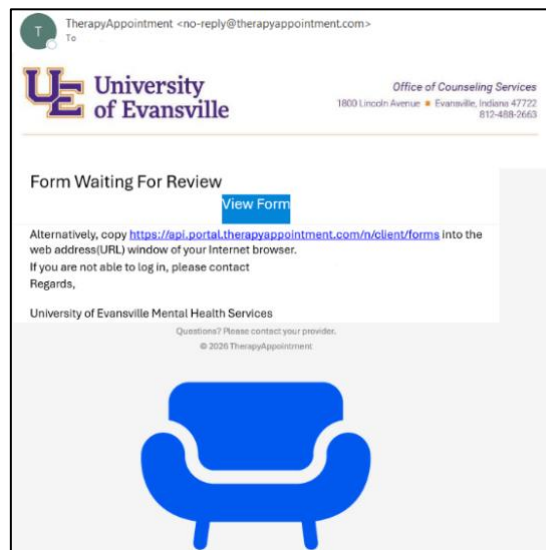
## *How do I complete my registration in Therapy Appointment?*

1. Select **Create Username and Password** in the email you received from Therapy Appointment ( from **no-reply@therapyappointment.com**).
2. The link will take you to a screen to verify and enter your date of birth. Verify the information.
3. The next screen is **Create Username and Password**. Therapy Appointment will create a username, or you can change it and create your own.
4. Next page is **Terms of Service**. Read and check box to agree.
5. Next area is **Personal Information**. Complete the information.

## *What forms are required to be completed in my Therapy Appointment registration?*

1. Two forms: **Form A: Intake Form & Consent** and **Form B: Annual Demographics** will be assigned to a student new to our services. (These forms will also be re-assigned at the beginning of each academic year for returning students.)

A student will receive an email notification when a form has been assigned to them. See below.



2. **Form C: Intake Assessment** will be assigned by a counselor typically after the first appointment. This form is assigned once, at the beginning of services.

## ***How do I access my Therapy Appointment profile/account?***

Once registered, visit <https://portal.therapyappointment.com> and log into the portal.

## ***I am having issues logging into my Therapy Appointment account?***

Please contact Counseling Services if you need assistance.

### Common log in issues:

- Using the wrong Username (it is not the same as your UE username)
- Using the wrong Password. If you cannot remember your password, contact Counseling Services to have your password reset.
- Your name, date of birth, or phone number were entered incorrectly by Counseling Services when initiating your profile.

## ***What can I as a student/client edit in my Therapy Appointment profile?***

The profile allows students to update and edit most demographics and settings for their account. Once registered and logged in, students can edit:

- Photo ID (can only upload, cannot remove once added)
- Phone Numbers & Emails (must use UE email address)
- Reminder Settings
- View & change Username
- Change Password

**Note:** Students do not have the ability to edit the "top core" demographics: date of birth, gender, marital status, or employment. Please contact Counseling Services if there are edits needed.

**For more information about your Therapy Appointment Portal, check out**

### [Client Portal Guide](#)

