**Counseling Center Electronic Forms**

You will be completing **6 electronic forms** as pictured and described below:

Step 1: Using the UCI Student Health Patient Portal (<http://osh.shs.uci.edu/>), **LOGIN** with your UCInet ID and Password

Step 2: **COMPLETE 6 FORMS**

1. To complete the **3** **CONSENT FORMS:**
* In the **menu on the left – *Click*** on **(A) FORMS**
* Click on **Consent Form - Counseling Center Client Only**
	+ If you do not see the form, it means you have previously completed it
* ***Read the Counseling Center Information and Consent for Services Form. Check the box at the bottom of the page to acknowledge that you have read and understood this information.***
* ***Type in your name and click on today’s date on the calendar***
* ***Click* Submit Final**
* ***Click* Proceed**
* ***Repeat with* Consent Form- Counseling Center – Telebehavioral Health** and **Consent Form- Counseling Center – Spring 2020 Notice to Clients**
* **DO NOT COMPLETE FORMS FOR OTHER DEPARTMENTS IN THIS SECTION.**



1. To complete the **CLINICAL QUESTIONNAIRE:**
	* In the **menu on the left – *Click*** on **(B)** **APPOINTMENTS**
	* ***Click*** on “**Complete Questionnaire”** in blue **under** your scheduled appointment time
	* **Complete the Clinical Questionnaire**
	* ***Click* Submit Final**
	* ***Click* Proceed**



1. To complete the **2** **SURVEY FORMS:**
	* In the **menu on the left – *Click*** on **(C)** **SURVEY FORMS**
	* ***Click*** on **CCAPS -34 for Appointment**
	* **Complete the Survey**
	* ***Click* Finish**
	* ***Repeat with* Telebehavioral Health Questionnaire**



Step 3: **Please LOGOUT** (click on your name at the top right corner of the screen) and wait for your provider to begin the appointment via TAO (for video conference) or phone (from a blocked number)

Thank you!