**Counseling Center Electronic Forms – 1 Session Counseling**

You will be completing **5 electronic forms** as pictured and described below:

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

Step 2: **COMPLETE 5 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 **Notice to Consumers – Counseling Center Clients Only**
* **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 **SURVEY FORM:**
	* In the **menu on the left – *Click*** on **(C)** **SURVEY FORMS**
	* ***Click*** on **Telebehavioral Health Questionnaire**
	* **Complete the Survey**
	* ***Click* Finish**



Step 3: To access your Zoom meeting, **refresh the Appointments** page and click, “**Join Meeting**”. If you are having a phone appointment, log out and expect a call from a private number.

Thank you!