

# CS: Book your Appointment

Version 9

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Students can book the following Counselling Services Appointments through self directed online portal:

**Quick Connect:** A Quick Connect is a part of the One-At-A-Time Therapy (OAATT) framework that provides a single session designed to help you address a specific issue and move forward. The session is structured to help you feel unstuck, leaving you with a clear, actionable plan. While one session may be sufficient, additional support is available. We can help connect you with other campus and community resources as part of your plan, or you can book another Quick Connect session as needed.

**Follow-up Appointment:** The follow-up appointment is a part of the Brief Counselling framework offering continued support on challenges you have disclosed to your assigned Personal Counsellor. \*Assigned Personal Counsellor: the counsellor you completed your intake appointment with and choose to continue services with.

## How to Book Appointments with Counselling Services through the ALS: Student Portal at Seneca Polytechnic

At Seneca Polytechnic, we understand the importance of supporting your mental health and well-being. Our Counselling Services are now easier to access with through ALS: Student Portal, where you can self-book appointments for various services, including Quick Connects, Brief Counselling, and support from our Student Wellbeing Specialists.

Follow these simple steps to book your appointment:

### Step-by-Step Instructions to Book an Appointment

#### 1. Log In to the Student Portal

1. Go to the [Student Portal](#)
2. Enter your Seneca Credentials
  1. If you are having trouble logging in, use the Forgot Your Password link or contact Student Help Desk.

#### 2. Navigate to Counselling Services

1. Once logged in, locate the icon called "Book an Appointment"
2. Select the tab called "Schedule an Appointment"
3. Use the drop-down menu called "Show availability for"

#### 3. Choose Your Service Type

1. Use the drop-down menu called "and with whom" to select:
  1. Quick Connects
  2. Intake Appointment
  3. Follow-Up Appointment
  4. Student Wellbeing Specialist Support
2. Select the appropriate service based on your needs.

#### 4. Select an Appointment Time

1. After choosing your service, you will be able to view available appointment slots.
2. Select the time that works best for you. If no times are available, try checking other appointment types or weeks.

#### 5. Complete the Appointment Form

1. You may be asked to complete a brief Appointment Form. This form gathers basic information, such as the reason for your appointment

and any relevant personal details.

2. Please ensure that all information is accurate and complete.

#### 6. **Confirm Your Appointment**

1. Once you've filled out the form, review your information.

2. Click Confirm Appointment to complete the booking process.

3. You will receive a confirmation email with your appointment details and a reminder closer to the date.

#### 7. **Prepare for Your Appointment**

1. Complete the Counselling Services Consent and Confidentiality Form

