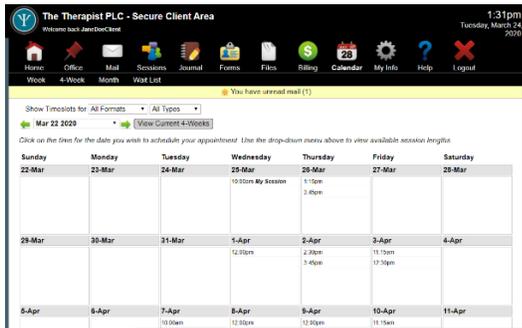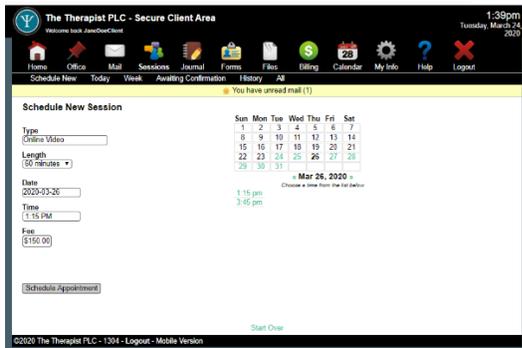# TELETHERAPY INSTRUCTIONS

- Schedule your appointment by logging into your account and selecting the **Calendar** link.
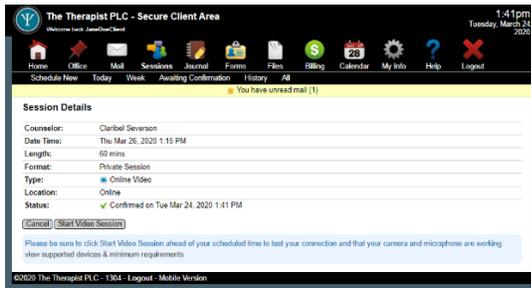- View available appointments and select one that fits your schedule

- Once you select the time you will come to the "**Schedule New Session**" screen.


- From this screen select "**online video**" from the drop-down menu under **Type**
- Click **"Continue"**

- You will be taken to another screen that shows your appointment, any existing appointments, time, and fee.
- Press **"Schedule Appointment"**

- Once schedule you will see the **Session Details** screen.
- Select the **Start Video Session** to test your video capacity and whether your system meets the minimum requirement.
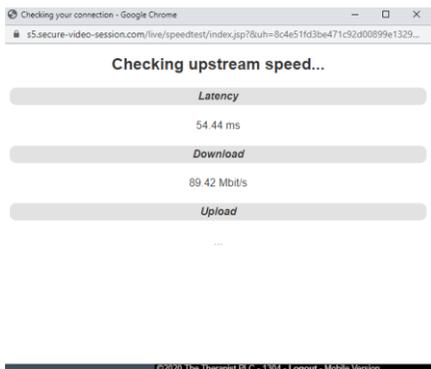

- You will see this screen **Checking Upstream Speed** it will let you know what is needed if anything.
- Please make any recommended changes.
- Press **Continue**
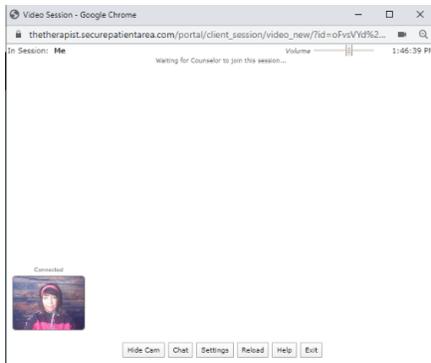
- You will see this screen pop-up and this is the screen where you will conduct your online session on the day of your appointment.
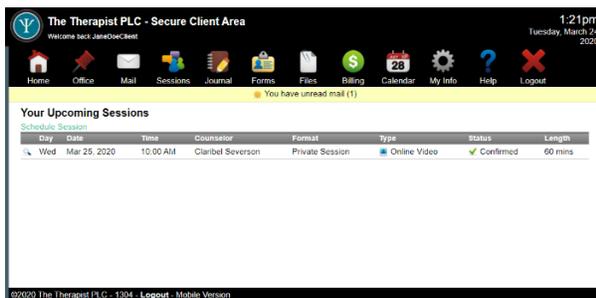
- On the day of your appointment log onto the client portal.
- Select the **Sessions** link to view **Upcoming Sessions** screen and click on the appointment.
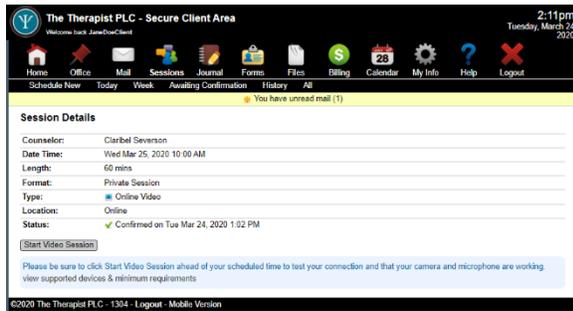
- From the **Sessions Details** link to click **Start Video Session** to start your appointment.

Therapy must be conducted in a quiet private space.

You will be asked to review and sign the teletherapy consent prior to your appointment.

The informed consent will be discussed between you and your therapist.

Please contact your therapist through the portal if you have questions.