1. Create a Profile

Don't have an account yet? 

Already have a profile? Sign In

Create a Profile

Create my Profile
2. Log into the portal with your email and password.

   *Remember to confirm your e-mail address (confirmation is sometimes sent to spam/junk)*

   ![Sign In Page]

   If already logged in:

   ![My Records]

   Click on your name in the top right corner and select “My Records”

3. On the profile page, select scheduled appointments.

   ![Scheduled Appointments]

   Located on the Left-hand side of the profile page
4. On the Scheduled Appointments page, click “Schedule an Appointment.”

5. Select the requested appointment type.
   You can meet in-person on the three main campuses, virtually, or over the phone.

6. Select the desired subject
7. Select a preferred staff (Optional)

8. Select a date range and time

9. Enter any additional notes related to your appointment
10. Click on “Find Available times.”

11. Book your appointment

Select from the available dates on the Appointment Booking page

Once preferred date is selected, Click “Schedule”
11. One scheduled, appointment details and confirmation will be emailed