

Student Portal Login Instruction for TeleMental Health Sessions

Please follow these steps as directed by the receptionist during your phone paperwork appointment.

For Your Initial and Intake Appointment Form and Survey completion:

1. Login to the Student Health/Counseling and Psychological Services Portal <https://chconline.ucr.edu/>:
 - a. Use your UCR Net ID and Password to login.
(Same as would use for R account).
 - b. Once signed in you will be on your portal HOME page.
2. From the left hand side menu of the Home page, select **FORMS**:
 - a. Select “**Counseling Center Informed Consent**” form
read and click to acknowledge.
 - b. Select “**CAPS Addendum Consent for Telemental Health**” form
Read, complete and click to acknowledge.
 - c. Select “**Counseling Center Notice of Privacy Practices**” form
read and click to acknowledge.
 - d. Select “**Counseling Center Insurance ROI**” from
read and click to acknowledge.
3. From left hand side menu, select **Appointments**:
 - a. Find your current appointment in the center of page and select the blue link “**Complete Questionnaire**”;
 - b. Complete all the questions, and then submit and proceed.
4. From left hand side menu, select **Survey Forms**:
 - a. Select **CCAPS-34**
Complete survey items and select **Finish**
5. Logout of portal and proceed to TAO platform to start your videoconferencing session
 - a. <https://thepath.taoconnect.org/>
 - b. **NOTE:** You should have **previously registered** for TAO (see TAO Instructions for Videoconferencing) https://counseling.ucr.edu/documents-form-and-faq#caps_documents_and_forms. You will need to complete this process to start your session.