



# Teletherapy for Students and U.



## Quick Start Guide FOR COUNSELORS



### Create a Profile

• Create your account and register using your work email address. Fill out the basic profile information, details related to your speciality, and how long you have practiced. Provide a brief bio for students to read prior to scheduling an appointment with you. An email will be sent to you to verify your account.



### Create Your Schedule

• You have control over your schedule. Under the, "Appointment Availability Time Slots," you can set what days and times you are available for a session. Your availability is displayed for you and can be edited at any time.

• If you plan on taking some time off, utilize the "Vacation Mode" function which prevents students from scheduling appointments.



### Setup Payment

• Setup your account to receive your monthly payment from Uwill. You can track your appointments and payment for each appointment using the tracker provided.



### Connect With a Student

• An email reminder will be sent to you an hour prior to your scheduled appointment. Access your appointment through the link in the email reminder or visit the Uwill site to begin your appointment.

**Your Video appointment with Brittany Dykes is coming up.**

- August 05, 2020 at 12:00pm EDT
- 30 minutes
- Reasons for using Uwill: Anxiety, Stress, and Relationship Problems
- About Brittany Dykes:

To see or edit the details about it you can go to [the Appointment Details](#).

If the link doesn't work, you can paste this URL into your browser: <https://app.uwill.com/appointment/11>