1. After you schedule an appointment, you’ll receive an automated Appointment Saved note:

Appointment Saved. Please complete these forms before your appt.

2. When you click forms, the following screen appears:

(These forms are scheduled to be completed 1x/year.)

3. If you decide to logout of the portal without completing the forms, you will receive the following notice in the Required Items reminder window:
4. When you log back into the Student Portal, there’s another reminder to complete the forms in the **Upcoming Appointments** section at the bottom of your Student Portal home screen.

5. When you click on the **2 Forms** the Forms window below opens and the forms are located in the **Forms for your appointment on ……**

6. Once you complete and submit the forms, they will be routed to the taskbar in the EHR of the clinician you’re scheduled with.