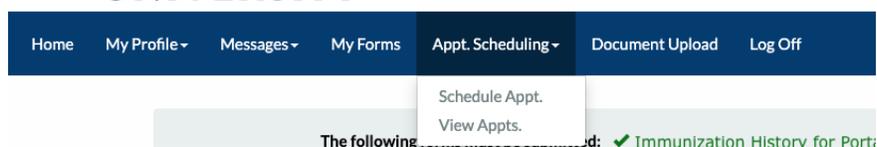# Online Scheduling via Student Health Portal

COUNSELING & PSYCHOLOGICAL SERVICES (CAPS)

To view CAPS eligibility and limits of service visit: moravian.edu/caps/our-services

How to Schedule Online

1. Log-in to your Student Health Portal: moravian.studenthealthportal.com/

2. From the menu bar at the top, select "Appt. Scheduling," then choose "Schedule Appt."

3. Review and accept Terms of Use.

4. Review the Scheduling Guidelines.

5. To search for an appointment, select "Type of Service" (Therapy or Case Management), then add the dates you want to search for.

   ○ Same day appointments are not available through online scheduling. The earliest "Date From" is the next business day, and "Date To" cannot be more than two weeks out from "Date From."

6. Select the "Reason for Appointment", then select "Search."

   ○ Each semester, all students must attend a "Therapy Intake Session" or a " Case Management Initial Meeting" before scheduling a "Therapy Session" or "Case Management Follow-up Meeting."

7. Select the provider by the date and time that works for you, then click "Confirm."

8. Read through the Confirmation Message.

   ○ **For Intake and Initial appointments**: complete the required form(s) prior to your scheduled appointment. Watch for a secure message through your student health portal with additional information.

If you cannot find a time or day that works, don't worry- appointments may still be available through direct scheduling! Please email or call and we will make every effort to accommodate your request: 610-861-1510 or caps@moravian.edu.

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