

Request appointments when logged in to the portal

If you have an account on the Client Portal, you can log into your account to request appointments. After logging in, click "**Appointments**" at the top or click the blue "**Request Appointment**" button.

- On the home page, click "**Request Appointment**".



- Select if you are a new client, or an existing client of the practice. Most individuals that are logged into the system are "existing clients."
 - **Note:** New clients are available to request Therapy Intakes and existing clients are available to request Therapy Sessions.
 - Select a clinician from the dropdown, or search for any available clinician. Please note that the default is currently for scheduling with Shannon Price, LMFT.
 - Click the blue "**View Available Times**" button.

TherapyPortal Home Appointments My Settings Log Out

Seattle Full Circle Counseling, LLC

Request Appointment

This online form is a convenient way to schedule appointments; however, please contact us by phone if you need any assistance. New clients: be sure to arrive 20 minutes before scheduled times to complete paperwork.

Client: Test Test2

Client Status: I am a new client I am an existing client

Appointment Type: Therapy Session

Clinician: Shannon Price, LMFT, Licensed Marriage and Family Therapist

- Click on an available appointment.

TherapyPortal Home Appointments Log In

Seattle Full Circle Counseling, LLC

Request Appointment

Find a Therapy Intake (usually approximately 60 minutes) with Shannon Price, LMFT.

Previous Week of 1/9/2017 Next

Mon 1/9	Tue 1/10	Wed 1/11	Thu 1/12	Fri 1/13	Sat 1/14	Sun 1/15
10:00AM	10:00AM	10:00AM				8:00AM
11:00AM	11:00AM	11:00AM				9:00AM
12:00PM	12:00PM	12:00PM				10:00AM
1:00PM	1:00PM	1:00PM				11:00AM
2:00PM	2:00PM	2:00PM				12:00PM
3:00PM	3:00PM	3:00PM				1:00PM
4:00PM	4:00PM	4:00PM				2:00PM
5:00PM	5:00PM					3:00PM
6:00PM						4:00PM
7:00PM						

- Review the details and make any changes, then click the blue **"Submit Request"** button.

TherapyPortal Home Appointments My Settings Log Out

Seattle Full Circle Counseling, LLC

Request Appointment

Preferred Time: January 15, 2017 at 9:00AM [change](#)

Location: Main Office [change](#)

Clinician: Shannon Price, LMFT

Message to Practice:

- If the practice approves your appointment request, you will get an email to confirm that the appointment has been approved. If the practice denies your appointment request, they will contact you directly.

View Appointments

When you log in to the portal, the home page lists your next confirmed appointment. To view a list of upcoming confirmed appointments and appointment requests, click "**Appointments**" at the top. Confirmed appointments have a green background. Cancellation requests approved by the practice appear with a red background. The background of pending appointment requests are gray with diagonal lines. Pending reschedule requests and pending cancellation request have a green background with diagonal lines.

Your Appointments

August 1, 2016 at 8:00AM

Therapy Session (45 minutes)

with

August 3, 2016 at 8:00AM

Therapy Session (45 minutes)

with

Canceled Appointment

August 9, 2016 at 11:15AM

Therapy Session (about 45 minutes)

with

Pending Appointment Request

August 10, 2016 at 8:00AM

Therapy Session (45 minutes)

with

Pending Cancellation Request

Reschedule Appointments

- To reschedule an appointment, log in to the portal and click "**Appointments**" at the top.
- Click on the appointment you want to reschedule.
- Click the blue "**Reschedule This Appointment**" button.

Appointment Details

August 15, 2016 at 8:00 AM

Therapy Session (about 45 minutes)

with

Cancellation and Rescheduling Options

When canceling and rescheduling appointments please be mindful of our cancellation policy as you may be charged cancellation fees. Please contact us by phone if you need any assistance.

Cancel This Appointment

Reschedule This Appointment

- Click the desired new time slot on the calendar.
- Review and make any changes to the details.
- Click the blue **"Submit Request"** button.
- If the practice approves your reschedule request, you will get an email confirmation. If they deny the request, the practice will reach out to you directly.

Cancel Appointments

Please note that not all practices allow clients to cancel appointments through the Client Portal.

- To cancel a confirmed appointment, log in to the portal and click **"Appointments"** at the top.
- Click on the appointment you want to cancel.
- Click the blue **"Cancel This Appointment"** button.

Appointment Details

August 15, 2016 at 8:00 AM

Therapy Session (about 45 minutes)

with

Cancellation and Rescheduling Options

When canceling and rescheduling appointments please be mindful of our cancellation policy as you may be charged cancellation fees. Please contact us by phone if you need any assistance.

[Cancel This Appointment](#)

[Reschedule This Appointment](#)

- If the practice approves your cancellation request, you will get an email confirmation. If they deny the request, they will reach out to you directly.