



**Book your
appointment
online**

BOOKING A COUNSELLING APPOINTMENT

Use our online booking system:

<http://ems.counsellorappointments.com/>.

Your **User ID is your EMS student number**. Your **Password is your birthdate** written in this format: YYYYMMDD. If these don't work, please go the main office to change your user ID and password.

- ⇒ Click "Appointment Calendar";
- ⇒ Select your alpha Counsellor from the drop down menu (marked "Select Calendar to View");
- ⇒ Select an available date and time (in green) by clicking on an appointment time slot;
- ⇒ Click "Book Appointment";
- ⇒ Scroll down and click "Close" on the left side of the screen;
- ⇒ Make sure you "Logout" (on the top right of the screen).

CONGRATULATIONS -- YOU'RE DONE!!!!