

# Student Walkthrough – Requesting an Appointment on

<https://guidanceinterview.com/s/vpci>

The screenshot shows the 'Request Guidance Appointment' page on the guidanceinterview.com website. At the top, there is a navigation bar with links for 'guidanceinterview', 'Request Appointment', 'My Appointments', 'My Account', and 'Log Out'. Below the navigation bar is a light blue alert box with the text: 'If you are experiencing a **crisis or emergency** situation during school hours, please come to the **Guidance Office or Main Office** immediately'. The main heading is 'Request Guidance Appointment'. The form contains three input fields: 'Reason for Appointment' with a dropdown menu showing 'Reason', 'Note to Guidance Counsellor (Optional)' with a large text area, and 'Guidance Counsellor' with a dropdown menu showing 'Dr. S. Freud (Your Counsellor)'. At the bottom of the form is a blue button labeled 'View Appointments'.

## Steps

- 1) Click the **Login with Google** button and enter your TDSB Student Email Address credentials
- 2) Click **Request Appointment** at the top of the page if it is not already selected
- 3) Select a reason you need a guidance appointment from the list
- 4) If you would like your guidance counsellor to have additional information about your request, enter that information in the **Note to Guidance Counsellor** box
- 5) Select a guidance counsellor, your counsellor should be selected by default
- 6) Click **View Appointments**
- 7) Click on an appointment time to schedule that appointment

## Are you experiencing a crisis or emergency?

If you are experiencing a crisis or emergency during school hours, please make your way to the guidance office or the main office for immediate assistance