

Jane App- Scheduling Appointments Jane App allows you to easily and confidentially book, cancel and re-schedule counselling appointments. Follow the steps below to get started:

1. Go to the link: <u>alexandercollege.janeapp.com</u>

Hello. Are you a current client? Sign in



Book an Appointment



Sara Ahmadian

Select a session

Counselling

First Counselling Session 50 min This is your first visit or your last visit was more than 6 months ago.

50 min Book this session if you've already had your initial counselling session with Sara.

Short Check in 30 min Book this appointment if you've already had an initial counselling session

with Sara and you just want a short check-in

Can't find a time? <u>Add yourself to Sara</u> <u>Ahmadian's wait list</u> Select a session from the list on the left to view available appointment times





2. If this is your first appointment with the Health & Wellness counsellor, click on First Counselling Session. If you've already had a session with the Health & Wellness counsellor, Click on Regular Counselling Session.



Book an Appointment



Counselling

Short Check in

Ahmadian's wait list





Click on the date & time that works for you. Confirm the details and then click continue.





4. Input your email address, phone number or sign in with twitter/facebook/google to create an account or sign into your own account

1 Appointment reserved. Your reservation will expire in 9m 18s.







5. **If you already have an account**, you will see the following page: Simply input your password.

1 Appointment reserved. Your reservation will expire in 8m 2s.



Enter your password





6. If you don't have an account, you will see the following page: Click on Create an Account

1 Appointment reserved. Your reservation will expire in 9m 0s.



We couldn't locate your profile.





7. You will then receive a confirmation message that your appointment has been booked. Prior to your appointment, please fill out the intake form. On this page, you can also cancel the appointment, set up reminders, and view your account.

Welcome back First Name. You have 1 upcoming appointment



Thank You for Booking

You have just booked the following appointments:

You will receive an email shortly confirming your bookings.

Date	Session	Client	
August 10, 2021 - 9:00am	First Counselling Session with Sara Ahmadian (Online Appointment)	First Name Last Name	Cancel
hat is the reason for your visit?			
			Save Reason
			//)
et ready for you	ur session by reviewing the items be		
Bet ready for you	ur session by reviewing the items be	elow:	
Bet ready for you	ur session by reviewing the items be	elow:	
1 How would you lik 2 Email 2 days before	appointment	elow:	
1 How would you lik 2 Email 2 days before 1 Text Message (SMS)	appointment 2 hours before appointment	elow:	
How would you lik Image: Set ready for you Image: How would you lik Image: Set ready for you Image: Set ready for Image: Set ready <td>appointment 2 hours before appointment</td> <td>elow:</td> <td>Fill Out Intake Form</td>	appointment 2 hours before appointment	elow:	Fill Out Intake Form
J How would you lik I How would you lik Image: Image of the state in th	e to be reminded? appointment 2 hours before appointment online intake form o fill out our online intake form before your visit. All information is kept of	mpletely confidential.	Fill Out Intake Form
J How would you lik I How would you lik I Email 2 days before I Text Message (SMS) Image: Subscribe to your Image: Subscribe to your	appointment 2 hours before appointment online intake form o fill out our online intake form before your visit. All information is kept of calendar	mpletely confidential.	Fill Out Intake Form



How to Start an Online Session: 30 minutes prior to the start of your appointment, you will receive a reminder email that will include a link to your confidential video platform

It's almost time for your appointment.

Monday August 9, 2021 10:00am

First Counselling Session with Sara Ahmadian

Online Intake Form

Please take a moment to fill out our online intake form before your visit.

FILL OUT INTAKE FORM



Begin your online appointment here

It's nearly time to begin your online appointment. Click the button below to begin.

We recommend you use Chrome to join this call. If you are on an iOS device, we recommend using the Jane Online Appointments app from the app store. (Safari is audio-only).

Begin Your Online Appointment



Alexander College

HEALTH AND WELLNESS

Health & Wellness Alexander College



Cancel or Reschedule Appointments

1. If you have already booked an appointment and would like to cancel or reschedule. Simply go to the following link and log in to your account:

alexandercollege.janeapp.com



Book an Appointment



Sara Ahmadian

Read More

Select a session

Counselling

First Counselling Session 50 min This is your first visit or your last visit was more than 6 months ago.

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Can't find a time? <u>Add yourself to Sara</u> <u>Ahmadian's wait list</u>

Select a session from the list on the left to view available appointment times





2. Once you log in, you will be directed to the following page. Here you can cancel your appointment, book a new appointment and set up reminders.

Welcome back First Name. You have 1 upcoming appointment.

Book an Appointment Sign Out

Alexander College HEALTH AND WELLNESS

First Name Last Name

FIII Out Intake Form Please fill out our online intake form Please take a moment to fill out our online intake form before your visit. All information is kept completely confidential. My Account Upcoming Appointments Subscribe to your calendar Upcoming Appointments You have a video call coming up soon. Please test your video is working correctly here before the online Test My Setup appointment Appointment History Intake Forms Client Date Session Documents August 10, 2021 - 11:00am First Counselling Session with Sara Ahmadian First Name Last Name Cancel (Online Appointment) Contact Info Reminder Preferences Wait List Requests Add a Wait List Request Username / Password Client Availability Session Google, Facebook & Twitter No Walt List Requests

🛗 Book an Appointment





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If you have any questions, please don't hesitate to reach out to our Health & Wellness Counsellor at <u>healthandwellness@alexandercollege.ca</u>