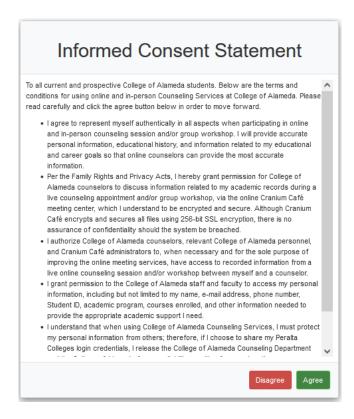
### To schedule an in-person or online counseling appointment, follow these easy steps:

- 1. Click on "schedule/make an appointment" which will bring you to our ConexED Login Page.
- 2. Click on "Agree" after reading the Informed Consent Statement.



3. Click on the Peralta icon to log in using your Peralta Email Login Credentials.



4. Select a meeting date.





5. Select a meeting location.

| SELECT A MEETING LOCATION |                     |                 |  |  |
|---------------------------|---------------------|-----------------|--|--|
|                           | ○ Telephone Meeting | O Video Meeting |  | O In- Person (Building A - Welcome Center) |

6. Select the appropriate reason(s) for your appointment.

#### SELECT A REASON FOR MEETING



7. Confirm specific meeting date.

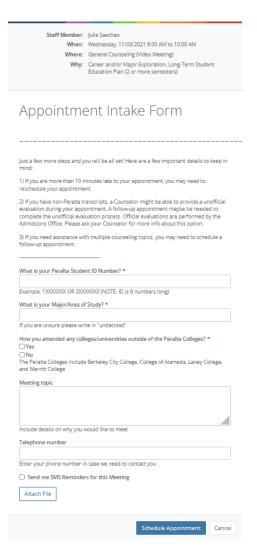




8. Select a counseling meeting time. Click "Show More" to view more appointment slots. Counselor names are shown right below each appointment slot.



9. Complete your Appointment Intake Form with the most up-to-date contact information and click "schedule appointment."





Once you schedule an appointment you will receive an email with instructions on how to log-in on the day of your appointment. To best utilize ConexED, please be sure to check your internet connection and test your desktop or mobile devices for compatibility.

