



# Signup Instructions for STUDENTS

# Step 1

- ▶ Go to the following link to complete the Let's Talk Acknowledgement Form and Select your Let's Talk Program
- ▶ <https://ucsd.impactfeedback.com/survey/CAPS%20Let's%20Talk%20Acknowledgement/>

# Step 2

- ▶ Complete the Let's Talk Acknowledgement Form
- ▶ You must check every box to schedule a Let's Talk session

## CAPS Let's Talk Acknowledgement Form

Let's Talk drop-in consultations are informal and brief conversations with a CAPS mental health professional. Common issues include stress/worry, sleep, motivation, focus, recovering from setbacks, work/life changes, and relationships (personal and professional). Let's Talk provides practical strategies, information, and support for general well-being issues.

Meetings do not constitute professional counseling or mental health treatment. You will not receive clinical care, a psychological evaluation, a diagnosis or a treatment plan. You will not complete any mental health or medical assessment, history, or consent forms. Students can sign up for two consultations, per quarter.

Because these conversations do not constitute mental health treatment or services, the privacy of the conversations will not be protected as medical records. They will be covered by applicable sections of the standards for university students under the Family Educational Rights and Privacy Act (FERPA). Therefore, information can be disclosed to others (such as family or friends) to help protect a student if there is a health or safety emergency.

Please indicate whether you acknowledge and understand each of the items below.  
You must understand and answer "Yes" to all items in order to schedule a Let's Talk meeting.

	Yes
I understand that I will be provided with limited informational services. *	<input type="radio"/>
I understand that although my consultant may be a psychologist or CAPS provider, they are not providing psychological services during Let's Talk or Drop-In Hours consultation. *	<input type="radio"/>
I understand that the record of my Let's Talk and Drop-In Hours Acknowledgement, whether provided in writing, orally, or electronically, and topic discussed will be noted in my medical file, as a non-clinical record, protected under FERPA. I also understand that my appointment and attendance status will be recorded in the UCSD Impact Feedback system. *	<input type="radio"/>
I understand that I can receive professional counseling and/or mental health treatment, by calling CAPS at (858) 534-3755 to make an appointment. *	<input type="radio"/>
I understand that if I am in an immediate crisis, I should not schedule a Let's Talk meeting and instead call CAPS at (858) 534-3755 during regular office hours (8:00am-4:00pm, Monday - Friday). For an urgent need after office hours, call the same number (858) 534-3755 and select option 2 to immediately speak with a mental health counselor. If anyone is in danger, please call 911 or go to the nearest emergency room. *	<input type="radio"/>

If you do not wish to acknowledge all the items above or have any questions about the Let's Talk program, you can contact Dr. Tyler Hatchel via email - [thatchel@health.ucsd.edu](mailto:thatchel@health.ucsd.edu)

# Step 3

▶ Complete the Fields

▶ **NOTE: you must input your name and email address so that when you click on UCSD LOGIN (Single Sign-On), it will match your email with your SSO.**

Please provide your name below

First name \*

Last name \*

Please provide your UCSD email address \*

@ucsd.edu

Program or Department

For which program or department are you a part of?

Check all that apply

- Scholar Athlete
- Computer Science & Engineering (CSE) Graduate Students
- Jacobs School of Engineering (JSOE) Undergraduate Students
- School of Medicine Students
- School of Pharmacy Students

Check all that apply

- International Student
- Transfer Student

# Step 4

- ▶ Follow the Instructions
- ▶ You will login to the UCSD Impact Feedback site at:
  - ▶ <https://ucsd.impactfeedback.com>
  - ▶ You will then be allowed to schedule for the Let's Talk "Class" that you selected
  - ▶ NOTE: If you already have used IMPACT and have signed up for other classes, select the dropdown menu to select the Let's Talk Class type

Thanks for completing the Let's Talk Acknowledgement Form. To download a copy of the form, [click here](#).

Please follow the instructions below to register for your Let's Talk session. You will also receive an email with these instructions.

1. Log into the Student Portal, linked below, and click the UCSD LOGIN button to log in with your UCSD credentials.  
Student Portal: <https://ucsd.impactfeedback.com>
2. Once you are logged into the Student Portal, you may need to toggle to the case with the correct class type.  
[Please see the screenshot at the end of this email for more information.](#)
3. Click the CLASSES tab to schedule your session.

If you have questions, please contact CAPS Let's Talk at 858-534-3755.

Thank You,

Counseling and Psychological Services (CAPS)  
UC San Diego Health

**Follow Instructions:**  
- login in the section that says "UCSD LOGIN" using your campus login (Single Sign-On)

**Impact Feedback** University of California, San Diego

HOME SURVEYS CLASSES

DASHBOARD

Welcome

Notifications

Need to register

View Calendar

Active Case

A12345678 - 1 - BODY\_COMP

A12345678 - 1 - BASICS

A12345678 - 1 - BODY\_COMP

If you have used IMPACT Feedback previously, please use this drop down menu (located in the Student Portal) to toggle to the case with the class type that you are trying to register for.

# Step 5

- ▶ Follow the Instructions
- ▶ You will login to the UCSD Impact Feedback site at:
- ▶ <https://ucsd.impactfeedback.com>
- ▶ You will then be allowed to scheduled for the Let's Talk "Class" that you selected
- ▶ NOTE: If you already have used IMPACT and have signed up for other classes, select the dropdown menu to select the Let's Talk Class type
- ▶ Go to Classes section, and then you will see the class selections
- ▶ Feel free to pick a specific provider or all
- ▶ Pick a class from the calendar, and then sign up.

Impact Feedback

UC San Diego  
STUDENT HEALTH AND WELL-BEING

Sign In

Username

Password

**SIGN IN**

FORGOT PASSWORD

Login with Identity

**UCSD LOGIN**

Login Here using your Single Sign-On account (AD)

Providers: All Providers

Class Types: Let's Talk - CAPS

Sun	28	Mon	29
	04		05

● 12pm Let's Talk:  
● 12:20pm Let's Te  
● 12:40pm Let's Te

# Step 6

- ▶ Students will get the following notifications:
  - ▶ Appointment Confirmation
  - ▶ Appointment Reminder (day before your meeting)
  - ▶ You can cancel online
  - ▶ Post-meeting survey day of meeting