



# Signup Instructions for STUDENTS

2021-22

# 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

Conversations that you have during CAPS Let's Talk or Drop-In Hours, are informational services for students in need of personal support and/or assistance with life planning. They 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. No medical or mental health records will be retained.

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, the content of the conversation(s) can be disclosed to university employees for purposes related to their job duties. In addition, information can be disclosed to others (such as family or friends) to help protect a student if there is a health or safety emergency.

The university staff that you speak with may recommend professional counseling or other mental health or medical treatment. If you decide to receive counseling or mental health treatment at CAPS, the subsequent records related to that interaction will be covered under more stringent confidentiality laws.

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 CAPS at 858-534-3755 and ask to speak with the CAPS Quality Assurance Manager.



# 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

1

First name \*

Last name \*

Please provide your UCSD email address \* @ucsd.edu

2

**Very Important!**  
When you login with SSO ("UCSD IDENTITY"), it will verify based on your email name.

For which Let's Talk program/class are you interested in signing up?

3

**Select ONE ... select the appropriate Let's Talk session.**

Athletics

Computer Science & Engineering (CSE) Students

Graduate and Professional School Students

International Students

School of Medicine Students

School of Pharmacy Students

Transfer Students

Veterans or Military-Connected Students

It's okay to send an anonymous feedback survey after attending my Let's Talk meeting.

Yes

No

BACK NEXT

# 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 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

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 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
- ▶ Go to Classes section, and then you will see the class selections
- ▶ 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)

20

3pm Let's Talk - Athletics

26

27

3pm Let's Talk - Athletics

# Step 6

Impact Feedback University of California, San Diego

HOME SURVEYS CLASSES

DASHBOARD  
Welcome

Notifications

Need to register for a session?

[View Calendar](#)

Active Case  
y99999999 - 1 - LETS\_TALK

1 OR 2

If you are signed up for other Impact classes, select the Let's Talk

n Diego

SURVEYS CLASSES

Active Case  
y99999999 - 1 - LETS\_TALK

2021

TODAY

Providers: All Providers | Class Types: All Class Types | Presence: Any | MORE FILTERS

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	01	02	03	04
05	06	07	08	09	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	01	02

Pick any available Let's Talk meeting/class

- 1pm \_CAPS: Let's Talk - Athleti...
- 1:20pm \_CAPS: Let's Talk - Ath...
- 1:40pm \_CAPS: Let's Talk - Ath...
- 1:20pm \_CAPS: Let's Talk - Ath...
- 1:40pm \_CAPS: Let's Talk - Ath...
- 1pm \_CAPS: Let's Talk - Athleti...
- 1:20pm \_CAPS: Let's Talk - Ath...
- 1:40pm \_CAPS: Let's Talk - Ath...

# Step 6

- ▶ Students will get the following notifications:
  - ▶ Appointment Confirmation
  - ▶ Appointment Reminder (day before your meeting)
  - ▶ You can cancel online
  - ▶ Post-meeting invitation (if you selected “ok to send a survey” when you completed the Let’s Talk Acknowledgement Form)