# AcademicLiveCare | User Guide



Baylor Telehealth by AcademicLiveCare





# **Getting Started**

Visit the Baylor Telehealth Care Hub at <u>baylor.academiclivecare.com</u>. Your Home Page will reflect all services available to you. Select the care applicable to your needs.

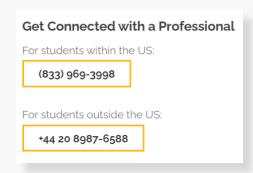
# Welcome to your Care Hub\_



To speak with a counselor immediately or schedule an online or in-person appointment, hover over the image and click 'Start a Call'.

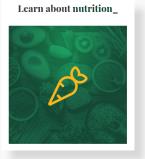
Dial one of the three phone numbers listed based on your current location to connect with a professional.





For Medical, Nutrition, and Psychiatry care, hover over the appropriate image and click the cooresponding action button to proceed.





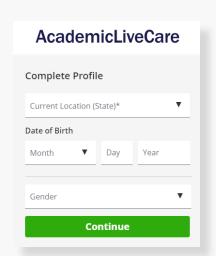


Note: You will be redirected to the AcademicLiveCare portal.

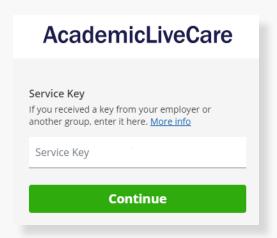
# How to Sign Up



Sign Up for AcademicLiveCare using your school email address or Log In if you already have an account.

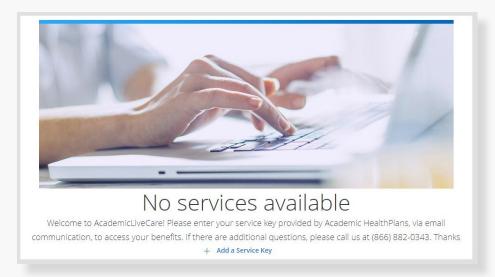


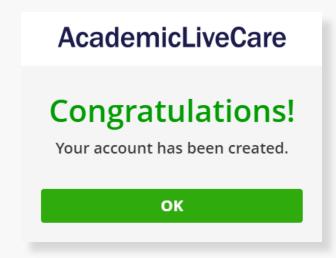
2 Complete your profile.



When prompted to enter a Service Key, enter ALCBAYLU and press 'Continue'.

The service key unlocks all AcademicLiveCare services available to you. When a service key is not entered, an error message will appear after your sign-up is complete. If you see this message, click Add a Service Key and enter ALCBAYLU23.



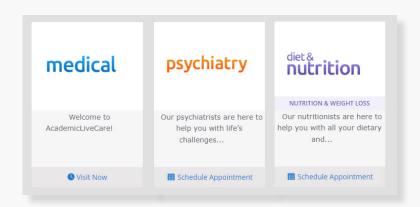


Now that your account has been created, you're ready to Get Care!

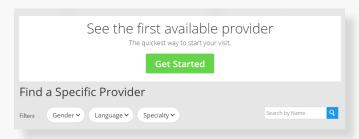
### How to Get Care

Your Home Page will reflect all services available to you. Select the care applicable to your needs.



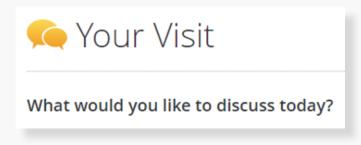


For Medical/Urgent Care, click 'Get Started' to see the first available provider or find a specific provider by using the search and filter tools.

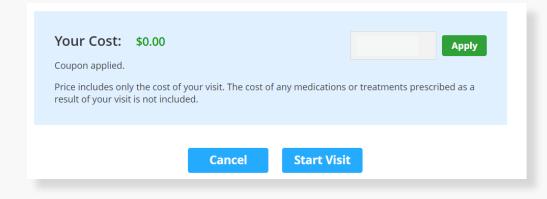




Provide details about your visit and acknowledge that you have read the Notice of Privacy Practies and agree to the Terms of Use.

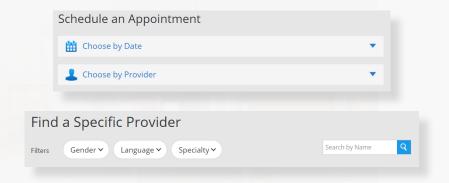


On the payment screen, enter Coupon Code ALCBAYLU23 and click 'Apply' to make the cost of your visit free. Click 'Start Visit' to be connected to the provider.



# How to Set Up an Appointment

For all other care, schedule a virtual visit by selecting your preferred date to see a list of available providers and appointment times. Or, find a specific provider by using the search and filter tools.





Review your appointment details and click Schedule Appointment to confirm your visit.

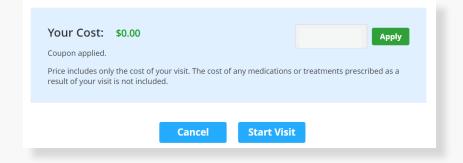
Appointment Details

Psychiatrist
8:00 AM CDT
Friday, September 24, 2021

**Schedule Appointment** 

At the time of your appointment, right before you are connected to the provider, you will be asked to provide details about your visit.

Enter Coupon Code ALCBAYLU23 and click 'Apply' to make the cost of your visit free. Click 'Start Visit' to be connected to the provider.



#### Now, it's time for your appointment!

- Your provider will thoroughly review your intake form before starting your visit.
- While you wait, a brief overview will play, easing you into the care environment, making you feel right at home with telehealth.
- Your provider will take progress notes during your visit and wrap up your visit details once your visit has ended.
- A visit summary will be sent to you via a secure message, accessible any time via the secure inbox, located right on your dashboard.

