

# How to Self-Schedule Appointments through the Patient Portal

New Clients can access their therapist's patient portal by clicking on the therapist link below and entering your login credentials:

User Name: First Initial (capitalized) and Last name in all lowercase: Ex: Jwilson  
Temp Password: Champions18

[Susan Lawlor's Patient Portal](#)

[Rhonda Septelka's Patient Portal](#)

[Lindsey Beckman's Patient Portal](#)

[Judy White-Jackson's Patient Portal](#)

Secure | <https://www.psychselect.com/cgi-bin/> Patient Portal login

**YOUR THERAPIST NAME HERE**  
**Susan Lawlor, MA, LMFT**

**Have a password? Log in**

User Name:   
Password:

**Haven't seen Ms. Lawlor before?**

This online service is designed to schedule non-emergency appointments only. If you are experiencing an emergency in which life, health, or property are in danger, please call 911 or another emergency response service immediately.

If you have forgotten your user name or password, contact Ms. Lawlor by phone: 713-300-1867

Once you click "Log In to Access Your Account", The portal will prompt you to reset the temporary password.

## YOUR THERAPIST NAME HERE

**It's time to reset your password!**

From time to time, to ensure the security of your information, we ask you to reset your password. Enter your new password twice in the two blanks below, making sure to follow the listed password rules.

Your New Password

New Password:   
New Password (again):

Your password must follow these rules:

- 8 to 35 characters in length
- Containing both letters and numbers
- No special characters; letters and numbers only

Please record this information in a safe place for future use.

Upon clicking "Reset my password", a new screen will appear and click "Continue".

**Great! Your password has been updated.**

The next time you log in, use the new password that you just selected.




Please record your new password in a safe place for future use.

Click "Continue"

A new screen will appear with three options, click **"Set, view or reschedule appointments"** to schedule yourself.

**\*\*Please note you can also "Update contact information" from this portal.\*\***

**Please choose from the following:**



-  [Set, view or reschedule appointments](#)
-  [Update contact information](#)
-  [Log out and quit](#)


Click "Set, view or reschedule appointments"

Now you will be able to view available appointments for the current day.

**You have no appointments scheduled.**

Available appointments for 8/1/18

 **Wednesday, August 1, 2018** 

 1:30 PM

Arrows move the calendar **one day forward** or **one day backwards**

To view the current month, click **"Show Whole Month"**

On the next page, a screenshot of the "Whole Month" displayed.

Arrows move the calendar one MONTH forward or one MONTH backwards

August 2018						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 1:30PM	2 12:00PM 2:00PM 3:00PM 4:00PM	3 4:00PM	4 11:00AM
5 12:30PM 2:30PM 3:30PM 4:30PM 5:30PM 7:30PM	6 12:30PM 2:30PM 3:30PM 4:30PM 5:30PM 7:30PM	7 12:30PM 1:30PM 2:30PM 3:30PM 4:30PM 5:30PM 7:30PM	8 1:30PM 2:30PM 3:30PM 5:30PM 7:30PM	9 9:00AM 11:00AM 12:00PM 1:00PM 2:00PM 3:00PM 4:00PM 5:00PM	10 12:00PM 1:00PM 2:00PM 3:00PM 4:00PM 5:00PM	11 11:00AM 12:00PM
12 1:30PM 2:30PM 3:30PM 4:30PM 5:30PM 7:30PM	13 1:30PM 2:30PM 3:30PM 4:30PM 5:30PM 7:30PM	14 12:30PM 1:30PM 2:30PM 3:30PM 4:30PM 5:30PM 7:30PM	15 12:30PM 1:30PM 2:30PM 3:30PM 5:30PM 7:30PM	16 9:00AM 11:00AM 12:00PM 1:00PM 2:00PM 3:00PM 4:00PM 5:00PM	17 12:00PM 1:00PM 2:00PM 3:00PM 4:00PM 5:00PM	11:00AM 12:00PM
19 1:30PM 2:30PM 3:30PM 4:30PM 5:30PM 7:30PM	20 1:30PM 2:30PM 3:30PM 4:30PM 5:30PM 7:30PM	21 1:30PM 2:30PM 3:30PM 4:30PM 5:30PM 7:30PM	22 12:30PM 1:30PM 2:30PM 3:30PM 5:30PM 7:30PM	23 9:00AM 11:00AM 12:00PM 1:00PM 2:00PM 3:00PM 4:00PM 5:00PM	24 12:00PM 1:00PM 2:00PM 3:00PM 4:00PM 5:00PM	11:00AM 12:00PM
26 1:30PM 2:30PM 3:30PM 4:30PM 5:30PM 7:30PM	27 1:30PM 2:30PM 3:30PM 4:30PM 5:30PM 7:30PM	28 12:30PM 1:30PM 2:30PM 3:30PM 4:30PM 5:30PM 7:30PM	29 12:30PM 1:30PM 2:30PM 3:30PM 5:30PM 7:30PM	30 9:00AM 11:00AM 12:00PM 1:00PM 2:00PM 3:00PM 4:00PM 5:00PM	31 12:00PM 1:00PM 2:00PM 3:00PM 4:00PM 5:00PM	

Click on the magnifying glass icon to select view the desired DATE and available times

After setting your first appointment, please note the following message:  
**RED TIMES are YOUR Appointments**  
**BLACK TIMES are AVAILABLE Appointments**

APPOINTMENT TIMES IN RED ARE YOURS ALREADY; OTHERS SHOWN IN BLACK ARE AVAILABLE TO YOU. CLICK A MAGNIFYING GLASS TO SCHEDULE OR CANCEL.

Once the magnifying glass on the desired date is clicked, the following window will open.

You have no appointments scheduled.

Available appointments for 8/17/18

Friday, August 17, 2018

- 12:00 PM
- 1:00 PM
- 2:00 PM
- 3:00 PM
- 4:00 PM
- 5:00 PM

Home Show Whole Month Log Out

Click the "Plus Sign" next to the desired appointment time

Once the desired time is clicked, a new window opens to display the appointment you have chosen.

The appointment has been set.

Your Existing Appointments with Susan Lawlor, MA, LMFT

NOTE: a fee may be assessed for appointments canceled with less than 24 hours notice.

Friday, 8/17/18 at 2:00 PM

Additional available appointments for 7/27/18

Friday, August 17, 2018

- 12:00 PM
- 1:00 PM
- TEST Paula 2:00 PM
- 3:00 PM
- 4:00 PM
- 5:00 PM

Home Show Whole Month Log Out




Your newly set appointment is displayed in the first section

You can now log out!

# To cancel a self-scheduled appointment in the patient portal.

Login to the patient portal and Click "Set, Review, or Reschedule Appointment"


Please choose from the following:

-  Set, view or reschedule appointments
-  Update contact information
-  Log out and quit

Click on the "trash can" icon

**Your Existing Appointments with Susan Lawlor, MA, LMFT**

**NOTE: a fee may be assessed for appointments canceled with less than 24 hours notice.**

 Friday, 8/17/18 at 2:00 PM

**Additional available appointments for 7/27/18**

← Friday, August 17, 2018 →

- + 12:00 PM
- + 1:00 PM
- TEST Paula 2:00 PM
- + 3:00 PM
- + 4:00 PM
- + 5:00 PM


Home Show Whole Month Log Out

**Please Note:**  
Appointments within 24 hours CANNOT be cancelled in the Patient Portal  
Please call 713-300-1867.


Click "OK" to confirm the cancellation of your appointment.

www.psychselect.com says

Click OK to cancel this appointment



**NOTE: a fee may be assessed for appointments canceled with less than 24 hours notice.**

 Thursday, 8/2/18 at 2:00 PM

**Additio** Cancel Thursday, 8/2/18 2:00 PM appointment

← Thursday, August 2, 2018 →

- + 12:00 PM
- TEST Paula 2:00 PM
- + 3:00 PM
- + 4:00 PM

Home Show Whole Month Log Out