

## **Guide to Enter Consultation Information in Volunteer Portal**

Log into your volunteer account.

Along the top of the page, you will see this menu:

Page: [Home](#) [Contact Information](#) [License & Insurance](#) [Training Events](#) [Consultation Information](#) [Consultations](#)

### **To enter consultations:**

Click the "Consultations" button at the top of the page and provide the required information.

Each trainee has a trainee ID number, which you will need in order to enter their consultation session.

### **To update your consultant information:**

Click the "Consultation Information" button at the top of the page. Only consultants visible on the Trauma Recovery/HAP directory will have this option available to them.

Fill in/update the information on that page and check the box to "submit directory information for review."