Booking supervision with your supervisor through owl

If your supervisor allows it, you will be asked to schedule your own supervision sessions through owl.

These sessions are scheduled through the client portal.

As an intern, you have one therapist account through which you see and manage your clients’ files, and schedule sessions with clients. As an intern you also have a client portal, identical to the client portal your clients use to access sessions with you (their therapist).

This means that you have **two separate accounts**: one for therapist access, and one for the client portal access. These have different logins so you cannot use your therapist access login to log into the client portal.

If your supervisor schedules your supervision session, you should receive an email confirmation (similar to the emails your clients receive when you schedule a session with them) with a link to the client portal.

However, some supervisors will ask you to schedule your supervision yourself. In that case, you will:

🡪 Access your client portal (with a link sent to you either by your supervisor directly, or by the automatic owl email).

🡪 Click ‘book now’ at the top of the page

🡪 ‘Which location’ is not relevant right now due to Covid-19 so you can leave it as the ‘moving forward office’

🡪 ‘For which service’🡪 choose ‘paid direct supervision’

🡪 ‘With which therapist’🡪 choose your supervisor

🡪 Calendar: choose the date for your supervision

🡪 Make sure to checkmark ‘Book as video session’

🡪 Time slot: Choose from the time slots available under the calendar

🡪 Click ‘Book’

Your session should now be booked on your supervisors’ Owl calendar

\*Please note that only certain supervisors use this feature, inquire with your supervisor to learn if they use this function.