## Appointment (First Session) Booking Process on Diigii Campus (Formerly CollPoll)

**Step 1:** Log into Digii Campus portal using your given credentials



### Step 3: Click on the New Request Tab



Step 2: Once logged in click on Campus Help Centre Tab



### Step 4: Click on Well Being Counselling Tab





## Appointment (First Session) Booking Process on Diigii Campus (Formerly CollPoll)

Step 5: Click on the Request for Counselling Tab

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**Step 7:** Select the date and time on which you would like to book a session

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Step 6: Click on the First Session Tab



**Step 8:** Fill up the required details and agree to the terms and conditions disclaimer and click on the "Create". Viola your session is booked

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# Appointment (Follow Up Session) Booking Process on Diigii Campus (Formerly CollPoll)

**Step 1:** Log into Digii Campus portal using your given credentials



### Step 3: Click on the New Request Tab



Step 2: Once logged in click on Campus Help Centre Tab



### Step 4: Click on Well Being Counselling Tab





### Appointment (First Session) Booking Process on Diigii Campus (Formerly CollPoll)

Step 5: Click on the Request for Counselling Tab

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**Step 7:** Select date, time slot and the counsellor with whom you had session previously

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Step 6: Click on the Follow Up Session Tab

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**Step 8:** Select the session mode and click on create. Viola your follow-up session is booked



