



How To Access Support

A Guide on how to access the support portal.



wellbeing@chi.ac.uk
studentmoney@chi.ac.uk



wellbeing.chi.ac.uk/wellbeingservices



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Where To Find the Support Portal



There are multiple ways you can access the support portal.

- Student Support Website
- Portal QR code
- ChiView (under Student Support)
- Moodle (under Student Support)
- My UoC app

To log into the support portal, you need to use the same username and password you would use for ChiView and Moodle.



What to use the portal for

The support portal is the home for everything you need to access support throughout your studies. You can -

- Book Appointments with relevant advisors
- Ask questions through the queries tab
- See upcoming events
- Access support pathways



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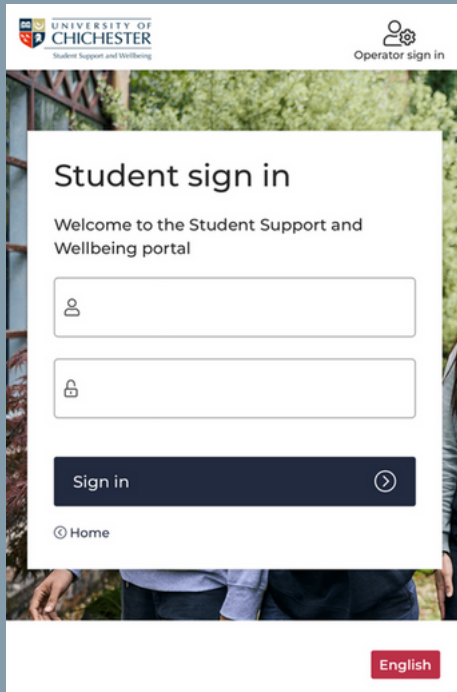


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How to book your appointment

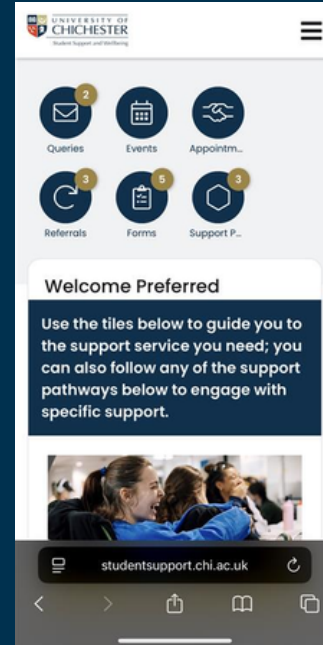
We have put a step by step guide together to make booking your first appointment a little easier.



The screenshot shows the 'Student sign in' page of the University of Chichester's Student Support and Wellbeing portal. At the top, there is a header with the university logo and 'Operator sign in' link. The main heading is 'Student sign in' followed by 'Welcome to the Student Support and Wellbeing portal'. Below this are two input fields: one for a username (with a person icon) and one for a password (with a lock icon). A dark blue 'Sign in' button with a right arrow is positioned below the fields. At the bottom left, there is a 'Home' link with a house icon, and at the bottom right, there is a red 'English' button.

Step 1 -

Sign in using the student sign in option.



Step 2-

Click on the appointments icon.



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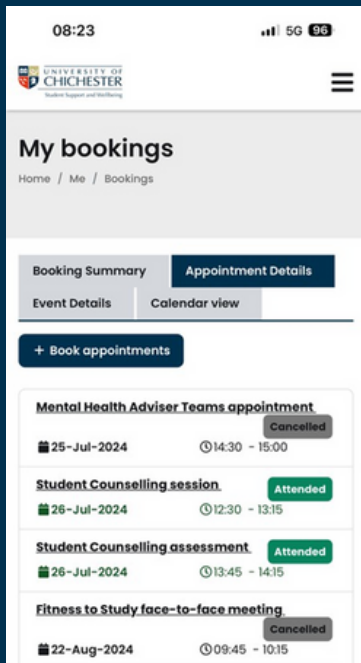


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Step 3 -

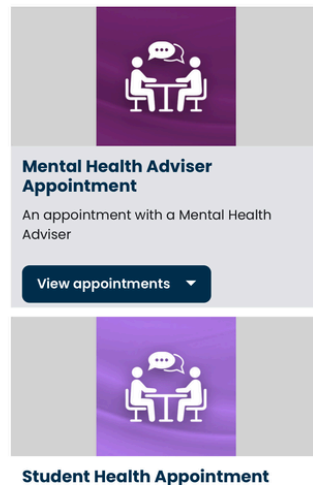
Once you are on the appointments landing page, you will see the + Book Appointments tab. Click here to get through to the booking schedule.

Once you have booked an appointment you will be able to see your appointments on the landing page.

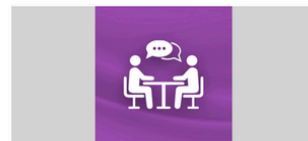
Appointments

Home / Book / Appointments

☐ Show only referrals



View appointments ▾



Wellbeing Advice and Guidance Appointment

An appointment with a Wellbeing Adviser

View appointments ▾



Engagement Adviser Appointment

An appointment with an Engagement Adviser

View appointments ▾

Step 4 -

After clicking + Book Appointment, you will be able to use the appointment finder tool if you are unsure which one to book, or have a scroll through the appointments on offer and select the one that best suits you and your needs.



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Wellbeing Advice and Guidance Appointment

An appointment with a Wellbeing Adviser

View appointments ▾

Choose your appointment slot

☒ Show only available appointments

| Date | Location | Action |
|------------------------------|--|--------|
| 07-Aug-2025 13:00 – 13:30 | Multiple options available Megan Ward | Book |
| 07-Aug-2025 13:40 – 14:10 | Multiple options available Megan Ward | Book |
| 07-Aug-2025 14:20 – 14:50 | Multiple options available Megan Ward | Book |

Contacts

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Step 5 –

After clicking on view appointments for the one you need you will be able to scroll through the ones available to you. Once you have found one click Book, and you will receive a confirmation email and a teams link if that's the appointment type you booked.