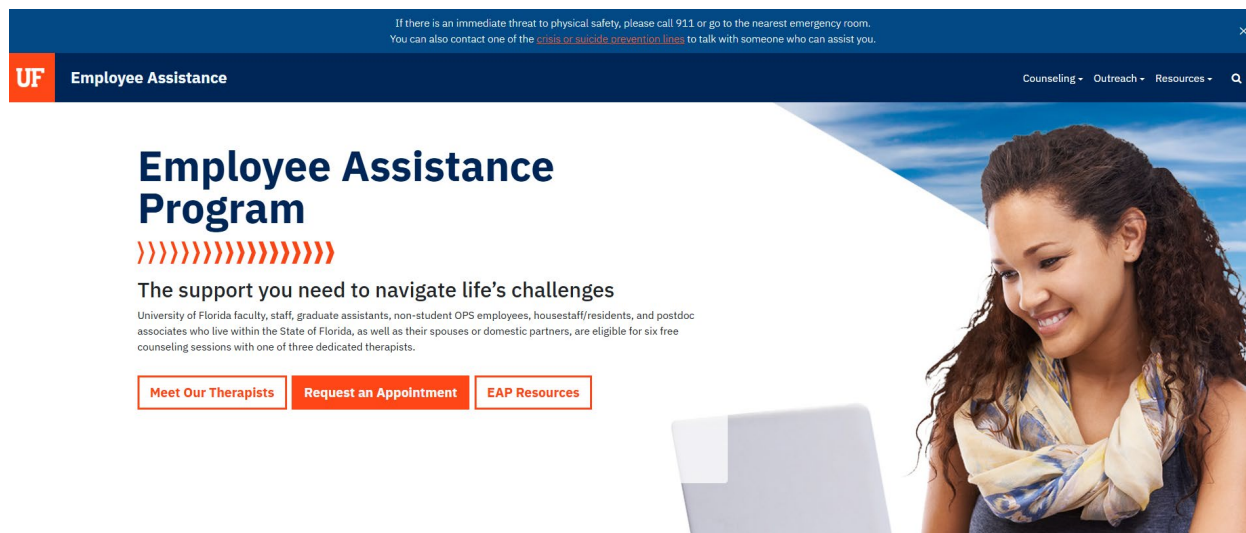
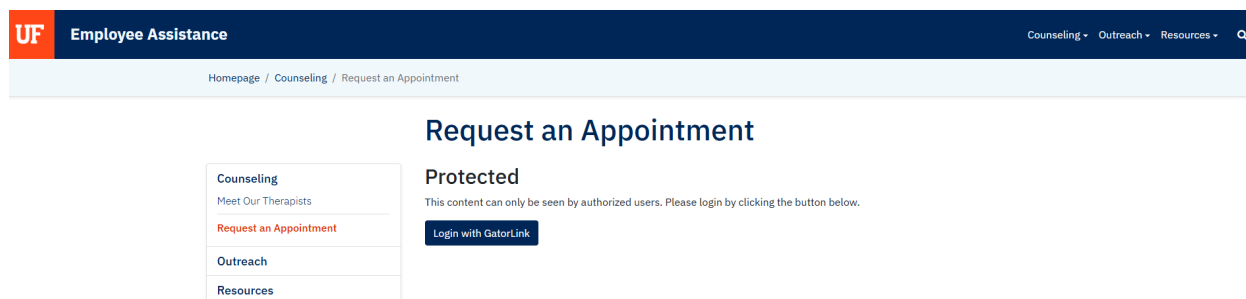


How to Schedule an EAP Appointment

1. Visit the Employee Assistance Program (EAP) website at <https://eap.ufl.edu/> and select Request an Appointment.



2. The system will prompt you to enter your GatorLink credentials. This information is only used to verify your EAP eligibility. Your appointment and medical information will remain confidential.



3. Select the option that applies to you — new client, current client or dependent of a University of Florida employee.

The screenshot shows the 'Request an Appointment' page of the UF Employee Assistance Program. The header includes the UF logo and 'Employee Assistance' on the left, and navigation links for 'Counseling', 'Outreach', 'Resources', and a search icon on the right. A left sidebar contains links for 'Counseling' (with sub-links 'Meet Our Therapists' and 'Request an Appointment'), 'Outreach', and 'Resources'. The main content area is titled 'Request an Appointment' and features a 'Before requesting an appointment:' section with text about same-day appointments, EAP therapist availability, and health insurance requirements. To the right is a 'Page Contents' table of contents. Below this is a 'Making an Appointment' section with three columns: 'Current Clients' (with a 'Simple Practice' button), 'New Clients' (with an 'EAP Scheduler' button), and 'Dependents' (with a 'More Details' button).

4. You will be directed to SimplePractice, a HIPAA-compliant, secure system for health practitioners to handle confidential information. Select the clinician of your choice.

The screenshot shows the SimplePractice interface for selecting a clinician. At the top, it says 'UF Employee Assistance Program' and 'English'. The main heading is 'Request an appointment'. On the left is a progress bar with three steps: '1 Appointment info' (active), '2 Reason for visit', and '3 Your info'. The main content area has a header 'Already a client? To request an appointment, Sign In'. Below this is a list of three clinicians, each with a 'SELECT' button: 'Massiel Snow', 'Devin Shorey', and 'Allison Rider'.

5. View the therapy options provided by your selected clinician and select one.

UF Employee Assistance Program English ▼

Request an appointment

Existing client? [Sign In](#)

1 Appointment info

Devin Shorey

2 Reason for visit

3 Your info

Individual Therapy
45 minutes

SELECT

Couples Therapy
45 minutes

SELECT

6. Choose your visit type: telehealth (computer icon) or in-person (map icon with address).

UF Employee Assistance Program English ▼

Request an appointment

Existing client? [Sign In](#)

1 Appointment info

Devin Shorey

Individual Therapy
45 minutes

2 Reason for visit

3 Your info



UF Employee Assistance Program

SELECT



UF EAP Employee Assistance Program
Devin Shorey for only
720 SW 2nd Ave suite 502
South Tower Ayers Medical Plaza
Gainesville, FL 32601

SELECT

7. The screen will display the available slots for that clinician. Please select the day and time that best fits your schedule.

UF Employee Assistance Program English ▼

Existing client? Sign In

1 Appointment info
Devin Shorey
Individual Therapy
45 minutes
UF EAP Employee Assistance Program Devin Shorey for only
720 SW 2nd Ave suite 502
South Tower Ayers Medical Plaza
Gainesville, FL 32601

2 Reason for visit

3 Your info

November 2025

S	M	T	W	T	F	S
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
1	2	3	4	5	6	7

Show availability for:

☒ Mornings Before 12 pm

☒ Afternoons 12 pm - 4 pm

☒ Evenings After 4 pm

Availability on Thu, Nov 20, 2025
Viewing in EDT Change

Morning	Afternoon	Evening
7:00 AM	1:30 PM	--
10:00 AM	2:00 PM	--
10:30 AM	2:30 PM	--
11:00 AM	--	--

8. Enter your contact information and click the 'Request an Appointment' button.

UF Employee Assistance Program English ▼

Request an appointment

Existing client? Sign In

1 Appointment info
Devin Shorey
Individual Therapy
45 minutes
UF EAP Employee Assistance Program Devin Shorey for only
720 SW 2nd Ave suite 502
South Tower Ayers Medical Plaza
Gainesville, FL 32601
Thu, Nov 20, 2025
7:00 am - 7:45 am EST

2 Reason for visit

3 Your info

Contact information
This will only be shared with the practice

Legal first name [ⓘ] Jane

Name you go by Jane

Email jane.doe@ufl.edu

Legal last name [ⓘ] Doe

Date of birth 01/01/1970

Phone (352) 273-1765

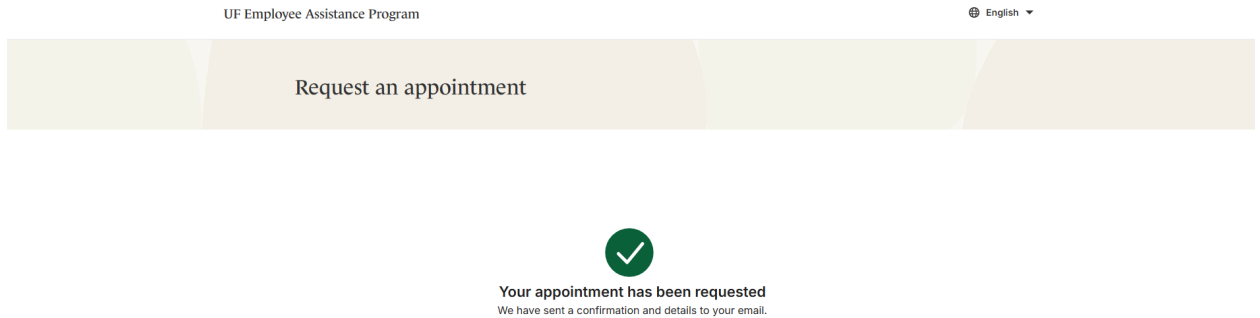
Appointment requests will be confirmed by the practice

By requesting an appointment, you consent to being contacted by this practice or GroupPractice via email, phone, text, or text.

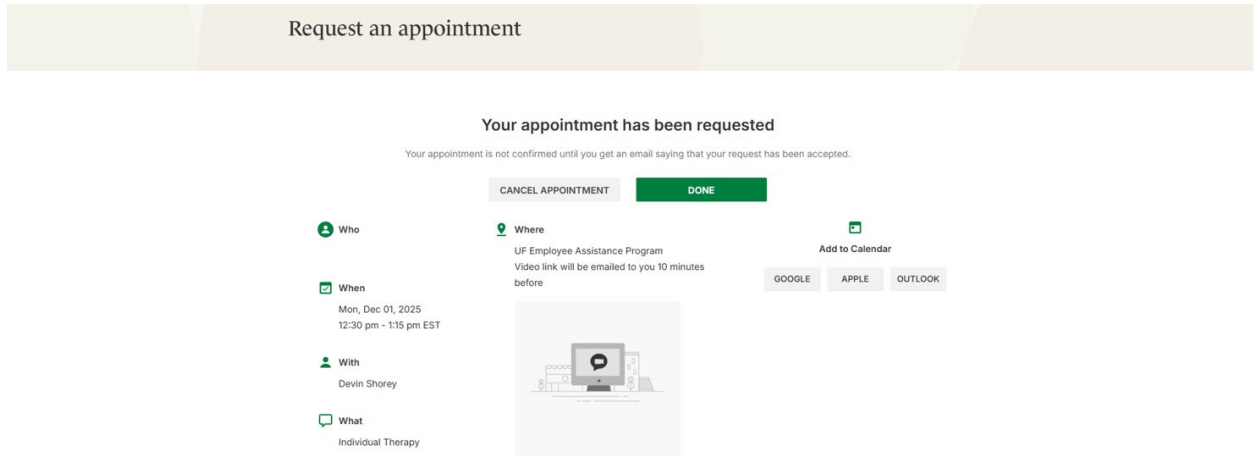
By submitting this form, you agree to the processing of your sensitive personal information, which may include protected health information (PHI). This information may be viewed by team members in this practice.

REQUEST APPOINTMENT

9. The screen will confirm that your appointment has been scheduled for the requested date and time.



10. If you request a telehealth appointment, you'll get a tentative confirmation via email. Once your therapist has confirmed your appointment, you'll receive a follow-up email with the final confirmation and a video link.



11. When you schedule your appointment, you will receive an email from the UF Employee Assistance Program SimplePractice account, yourprovider@simplepractice.com, containing your appointment details and guiding you to complete required documents in your SimplePractice Client Portal. If you don't see the email, please check your junk or spam folder.

From: UF Employee Assistance Program Client Portal <yourprovider@simplepractice.com>
Subject: Appointment confirmed for Friday, January 31st at 11:00 am (EST) - Review documents
Date: January 10, 2025 at 10:47:24 AM EST
To: [REDACTED]

IMPORTANT: This is an automated message. Please do not reply. For any questions please contact your provider.

Your Appointment on Friday, January 31st at 11:00 am (EST) with Devin Shorey has been confirmed.

Before your visit, UF Employee Assistance Program would like you to complete practice documents. Sign in to your Client Portal to get started.

SIGN IN

This one-time link will instantly sign you in until 10:47 am (EST) on 01/11/2025.

Add event to your calendar:

iCloud

Google

Outlook

The Client Portal is available as a mobile app



Powered By SimplePractice

12. Please complete and submit all required paperwork at least 24 hours before your appointment. All documents must be completed online through your SimplePractice Client Portal. Your therapist will not be able to see you if the required paperwork is incomplete.

UF Employee Assistance Program

English

Announcements

Messages

Sign out

APPOINTMENTS

DOCUMENTS

BILLING & PAYMENTS

REQUEST APPOINTMENT

Documents, Forms and Files

Needs to be completed

DATE RECEIVED

Couples Counseling Initial Intake Form

May 16, 2024

UF EAP: Initial Questionnaire

May 16, 2024

UF EAP: Authorization for Release/Exchange of Protected Health Information

May 16, 2024

UF EAP: Confidentiality

May 16, 2024

UF EAP: Rights and Responsibilities

May 16, 2024

UF EAP: Consent to Treatment

May 16, 2024

Couples Therapy Policy: Limited Secrets Policy

May 16, 2024

Completed

DATE COMPLETED

Demographics form

Jun 04, 2024

13. We recommend you arrive 15 minutes early for your first appointment. This gives you time to find parking, locate the building and settle in before your session. If you have a telehealth appointment, log in to your Client Portal on SimplePractice ahead of time to resolve any technical issues, such as downloading the app to your phone if needed. Be sure you are in a secure, private location to ensure your privacy and prevent interruptions during your session.