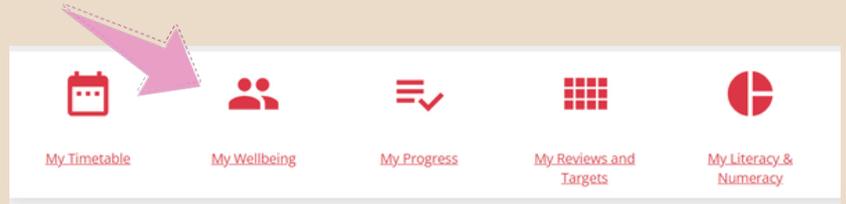


# MY WELLBEING

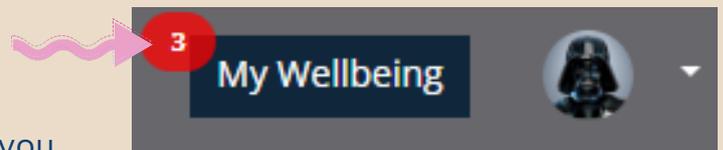
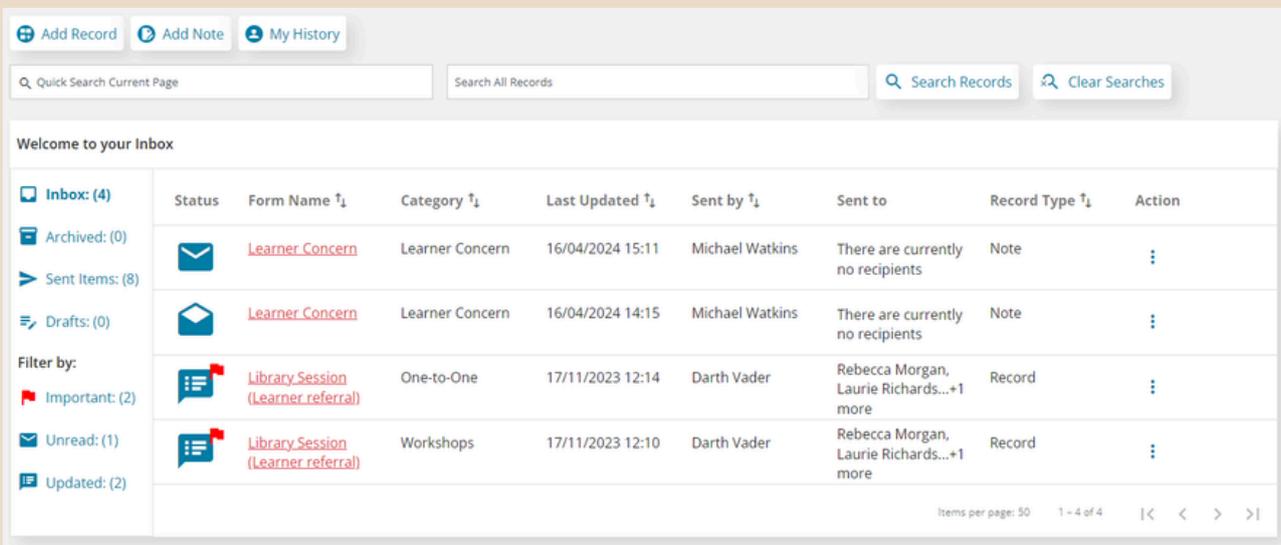
Rebecca Morgan  
Learning & Progression Coordinator

# MY WELLBEING

The **My Wellbeing** page allows you to submit referrals to the teams in the Health, Wellbeing & Support Centre and societies at the college. To access the page, click on the My Wellbeing Icon on the Learner Portal homepage.



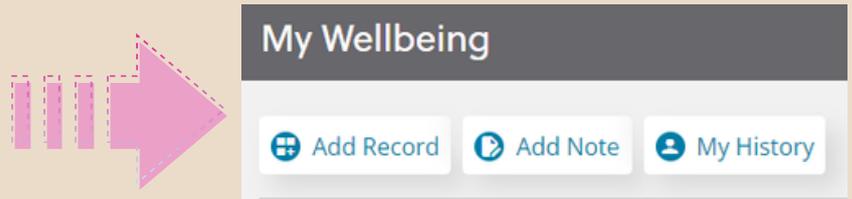
The first screen you will see is your inbox. This is where your received and sent messages are displayed. The inbox can show a maximum of 50 items per page.



You will be notified on the homepage as soon as you receive any messages. Clicking on the My Wellbeing button will take you to the same page as the My Wellbeing icon.



# Add Record - Referrals & Requests



To make a referral, click on Add Record and go through the following steps.

1. Identify who it's about.
2. Select the best form to complete. (There forms are listed below)

Completing the form. Required questions are marked with a red asterisks. You complete the different types of question as follows.

- a. Text boxes - Select the box and type in your response. There are formatting buttons above the text box
- b. Multiple choice questions - There are a few different types of multiple choice questions. You provide answers by selecting from drop down, checking boxes, or selecting radio buttons.

3. Select Save as draft if you want to finish the message later. Select the Submit button to send your message.

**My History** - Selecting My History shows you a list of all the notes and reports that have been shared with you. This includes messages that are currently in your inbox as well as any you might have deleted or archived.

Teams & Societies you can refer to.

- Access Arrangements
- Academic Support (Hwb)
- Active Wellbeing
- Counselling
- Employability & Enterprise
- Enrichment activities
- Family Planning & Sexual Health
- Library Workshop
- Societies
- Sports Academies

A screenshot of a dropdown menu. The title of the menu is "What is your record about?\*" in bold. The menu is open, showing a list of options: "Active Wellbeing", "Counselling", "Employability & Enterprise", "Employability & Enterprise referral", and "Family Planning & Sexual Health". The "Active Wellbeing" option is currently selected and highlighted.