

Interpretation Portal

Onsite and Prescheduled Video



Navigate to Appointments > Select “Create New Appointment”

FIELD	HOW TO ENTER	EXAMPLE(S)
Subject	A brief title of the appointment: [Language] [ONSITE or VIRTUAL] Interpretation for [Nature of Assignment]	Arabic ONSITE Interpretation for an IEP Meeting
Please Describe the Nature of the Appointment	Additional details that give the interpreter context and ability to research relevant vocabulary	School Therapist will meet with the student and family to review the Individualized Education Plan (IEP)
Notes Instructions (parking, org. onsite contact name & phone, etc.)	Instructions for the Interpreter, such as location details, who to check in with upon arrival, parking instructions, or any other relevant details	Parking is free at the back of the building. Please report to the front desk upon arrival.
Communication Type	Will the appointment be Onsite or Virtual? Virtual Appointments = “ Third Party Platform ” Onsite Appointments = “ Onsite ”	
Language From	<u>Always</u> set to English (source language)	English
Language To	Enter the target language	Choose from 50+ languages
Gender	Enter the preferred gender (if any)	Male Only, Female Preferred
Service Delivery	Appointment Type (defaults based on organization)	Social Services, Medical, Legal
Service Classification	Please disregard	
Virtual Platform	Choose the appropriate Virtual Platform *If Onsite, select “N/A”	Zoom, Teams, Google Meet
Virtual Link	Enter the meeting link and ID (if applicable) *If Onsite, select “N/A”	
Consumer	Optional: Enter details of the person receiving interpretation services	
Start and End Time	Enter time Interpreter will arrive and estimated end time. Duration is automatically calculated.	
Location	Address Required for <u>Onsite Only</u> . Include suite or room number separately, if applicable.	123 Sample Street, Pittsburgh PA 15206, Suite Number 1122
Recurrence	Request multiple appointments at once if it is at the <u>same exact</u> time, language and location	Weekly, Biweekly, Monthly, Daily by count or until specified date
Number of Interpreters	Defaulted to one, add more if needed	