Setting Up Your Availability

Availability

As a new user, the first thing you need to do is set up availability so that students can schedule appointments to see you. It is important to note that locations and services are created by university administrators.

Staff Home *New*

| Students | Upcoming Appointments | My Availability |

Available Times ⓘ

Actions ▾

SELECT	DAYS OF WEEK	TIMES	DATES	LOCATION	PURPOSE	CARE UNIT	
○	Mon, Tue, Wed	8:00a-5:00p	Forever	My Advisor's Office	Changes to my Schedule For: Appointments/Drop-Ins/Campaigns	Advising	Edit

ADD AVAILABILITY ✕

When are you available to meet?

| Mon | Tue | Wed | Thu | Fri | Sat | Sun |

From: 8:00am
To: 5:00pm

How long is this availability active?
Please select a duration ▾

What type of availability is this?

| Appointments | Drop-ins | Campaigns |

Care Unit
Please select a care unit ▾

Location
Please select a location ▾

Services
Please select services

Special Instructions for Student
e.g. room 23, please bring paper

Cancel **Save**

Add Time -

Step 1: Click the Add Time button in the Actions Menu

Step 2: Select the days and times when you are available to meet with students.

Step 3: Select whether you will meet with students via appointments or drop-ins during that time. The campaign option is availability reserved specifically as dedicated time for targeted students to make appointments with you.

Step 4: Choose the location where you will be available.

Step 5: Select which student services you can provide to students during this availability. Note: Leaving this student services field empty means you will appear to be available for all advising student services.

Steps 6-8 Continued on next page…

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Special Instructions for Student

> e.g. room 23, please bring paper

Will you be meeting with multiple students?

These settings will not be used for kiosk and campaign purposes.

Max Number of Students per Appointment

> 1

Step 6: Use the Special Instructions box under "Add Availability" to include personalized information, such as your office room number and location.

Step 7: Click the Save button.

Step 8: Repeat this process until all of your availabilities have been defined.
- You can have as much availability as needed.
- Creating multiple availabilities will enable you to set aside specific blocks for specific services (registration advising for example) or meeting types (drop ins vs. scheduled appointments)

Editing Availability:

Copy Time - to copy a time, select the time you would like to copy and then click the Copy Time button. The availabilities will be copied and a dialog will open allowing you to make edits or to save your newly created availability.

Delete Time- to delete your time, simply select the time and click the Delete Time button.

Group Appointments - You are now able to create availability for group appointments by indicating how many students are able to schedule into the same appointment.

Inactive availabilities are highlighted in red in the Times Available grid.