

Setting Up Availability

- A. Login to the platform, and from the advisor homepage, click on the “My Availability” tab. Under Available Times, click on “Actions” then “Add Time”.

Staff Home

Students Upcoming Appointments **My Availability** Appointment Queues

Available Times

Actions ▾

SELECT	DAYS OF WEEK	TIMES	DATES	LOCATION	PURPOSE	CARE UNIT
No available times have been listed. To add a time, click the "Add Time" button.						

- B. Next, you will put in the specific criteria for your availability.

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
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- C.
- First, select the **days of the week** for this particular availability.
 - Select the **range of time for your availability**. If you are using the calendar integration, you can set a large range of time (e.g. 8:00am - 5:00pm) and have your personal calendar (Outlook or Google) manage your appointment availability for you.
- D.
- How long is this availability active? You have three options:
 - Current term
 - Range of Dates, which allows you to indicate when the availability will start and stop
 - Forever, which is indefinite
- E.
- What type of availability?** Note that you can choose multiple types of availability for the same time frame.
 - Appointments - for individual appointments
 - Drop-ins - for walk-ins
 - Campaigns - for Appointment Campaigns and must be set-up before starting an Appointment Campaign
- F.
- Care Unit:** You need to select Academic Advising if you are part of the Advising Community, or Tutoring if you are part of the Tutoring Community.
- G.
- Location:** Select the location in which these services are taking place.
- H.
- Services:** Select the possible reasons students might see you during this time. You can select more than one service by clicking in the text box after selecting each one.

Special Instructions for Student

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Will you be meeting with multiple students?

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

Max Number of Students per Appointment

- I.
- Special Instructions for Students:** You can enter any instructions you would like the student to know prior to the appointment. This could be things like your specific location, if you want them to bring certain information with them to the meeting, or if you want to share the links to any websites.

- J.
 - a. Will you be meeting with multiple students?
 - 1. If you plan to have group sessions, you can set your availability to the number of students you would like to meet during an appointment.
- K. Click Save, then you can see the overview of your availability. The rows in pink are old availabilities which are no longer active, and any in white are currently active and available to students.

Staff Home

Students	Upcoming Appointments	My Availability	Appointment Queues
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Available Times

Actions ▾						
SELECT	DAYS OF WEEK	TIMES	DATES	LOCATION	PURPOSE	CARE UNIT
<input type="radio"/>	Thu	8:00a-5:00p	January 09, 2020 to January 23, 2020	Office of Advising - 1119, East Building	Appeals and Policies, Major Exploration, Student Support & Resources For: Campaigns	Academic Advising Edit
<input type="radio"/>	Mon	8:00a-5:00p	January 13, 2020 to January 15, 2020	Office of Advising - 1119, East Building	Academic Planning For: Appointments	Academic Advising Inactive/Edit