

Staff Home

Students Upcoming Appointments **My Availability** Appointment Queues Appointment Requests

Available Times

Actions ▾						
	DAYS OF WEEK	TIMES	DATES	LOCATION	PUR	
<input type="radio"/>	Mon	8:00a-5:00p	Fall 2019	My Faculty's Office	Aca For	
<input type="radio"/>	Tue	8:45a-12:00p	Fall 2019	My Faculty's Office	Acad For	

- On your home screen there is a tab titled 'My Availability'.
- Select the 'Actions' button to access the 'Add Time' option.
- You can stack times, so feel free to add as many as you'd like
- For example, you can have different times on Monday than you have on Tuesday or you could have two different time options on Tuesday.
- Availabilities can be active for a range of dates, for the current semester or forever.
- If you are doing this for the entire semester you'd select Appointments.
- If you are doing it for a specific date range then you'd want Campaigns.
- For more information on the difference, please see Step 3.
- The Care Unit needs to be Advising.
- The Location needs to be 'My Faculty's Office'.
- Services can be either Academic Concern, Academic Planning or both.
- Special instructions can be anything you'd like, but I would recommend including your office location.

MODIFY 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?
Fall 2019

What type of availability is this?
Appointments Drop-ins Campaigns

Care Unit: Advising

Location: My Faculty's Office

Services: Academic Concern Academic Planning

Special Instructions for Student

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Cancel Save