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” and “Add Time”.

B. From here you will put in the specific criteria for your availability.

a. First select which **days of the week** you would like to set this particular availability for.

b. Then select the **range of time for your availability**. If you are using the calendar integration, you can set a large range of time (ex: 8:00am - 5:00pm) and have your personal calendar (outlook, Google, etc…) manage your appointment availability for you.

c. **How long is this availability active**, which you have three options:
   i. Current term which will match the dates in Banner for that term
   ii. Range of Dates which will allow you to indicate when the availability will start and stop
   iii. Forever, which is indefinite

d. **What type of availability**: (You can choose multiple types of availability for one time frame)
   i. Appointments - for individual appointments
   ii. Drop-ins - for walk-ins
   iii. Campaigns - for Appointment Campaigns and must be set-up before starting an Appointment Campaign
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- **Care Unit:** Need to Select Advising if you are part of the Advising Community, or Tutoring if you are part of the Tutoring Community.
- **Location:** This will be the building in which these services are taking place.
- **Services:** This will be the major(s) you are advising. Note, you can add multiple majors to your availability.

**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 campaign purposes.

**Max Number of Students per Appointment**
- 1

- **Special Instructions for Students:** This would be any instructions you would like the student to know prior to the appointment. This could be things like where in your building are you located (specific office number), do you want them to bring certain information with them to their meeting, or do you want them to review a website, you could put the URL in this box, and when the student sees it, the URL will be active.

- **Will you be meeting with multiple students?**
  - 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.
C. Once saved, this will show you the overview of your availability. The rows in pink are availability which is no longer active, and any in white are currently active and what students can search for.