Understanding My Availability

1. From your Advisor Home screen, click on the My Availability tab.

2. Click on the Edit Appointment Constraints. Adjust items such as appointment length (i.e. 20 minutes) and how far in advance students must set up their appointments (i.e. 24 hours.) Please note that the appointment length for student services is already set for your college, office, or department.

3. To add availability for students to meet with you, click on the Actions menu and Add Time. On the Add Availability menu you can set up your availability using a variety of constraints. Please refer to the steps on the next page.
Choose the specific days for your availability.

Define the time you want to have open by using the sliders. (If you start at 8:00AM and your appointments are 30 minutes in length, they will be 8, 8:30, 9, and so on. If you start your availability at 9:45, they would be 9:45, 10:15, etc.)

Select the type of availability – for most this would simply be **Appointments**.

Choose the duration the availability will last from the options given. It’s recommended to use the **Range of Dates** option as it will allow you to choose specific dates for the start/end times.

Select the **Location** where you will be meeting with students for this availability.

Choose the **Student Service** you will be providing.

The **Details Section** is available for your use if you wish for students to see a particular message from you. For example, you may want to recommend for a student to bring something to the meeting and prepare ahead of time; or you may specify your office location for the meeting.

Click **Save** and your availability has been added!
The Add Availability Menu

You can make edits to your availability at any time simply by clicking on **Edit**. If you see any availability blocked in red, this indicates that appointment availability is in the future.