PALs Quick Reference Guide

Date 8/05/2021

HOW TO USE PERSONAL AVAILABILITY LINKS (PALs)

NOTE: PALS are for Appointment Availabilities only. PALS do not show Campaign or Drop-in Availability.

Overview:

Navigate has created Personal Availability Links (PALs) that are **unique to each staff user** and do not change over time (although your availabilities will). **PALs are for appointment availability only.** Staff members can have **some services linked to a PAL** and others not linked to a PAL.

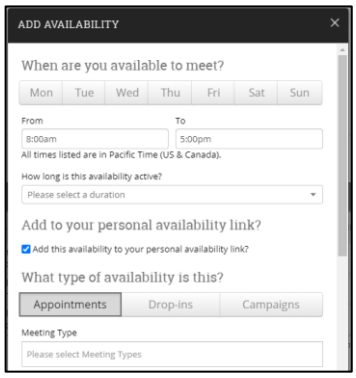
Here's How You Can Use Your PALs:

At Cal State LA, PALs links will be used by staff as a special tool to support **Freshmen and Sophomore** proactive caseloads. PALs provide a quick way for students to schedule an appointment **for more general/open-ended services**.

Here's How to Setup Your PALs:

You can find and manage your PAL on the My Availability tab on Staff Home. PALs links can be placed on email signatures, department webpages, and/or documents.

Select the check box for both Appointment and PAL (do nt use "Forever" availability). **Selecting Campaign or Drop-in does not work with PALs.**





When you include a PAL in a URL field or email and students select the link, they are taken to the **New Appointment page** in student scheduling. The student will only see the Care Unit, Services, and Locations and times the staff user has set up to be part of their PAL availability.

Important. If the user has more than one service available, the student needs to select **one Service** before they see a page like the one below.

