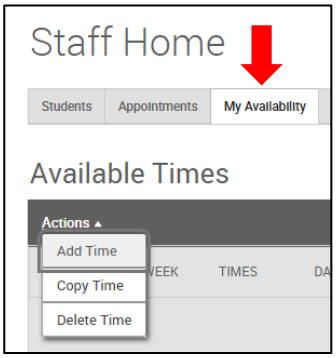
Date: 10/24/2024

Setting Up Your Availability

OVERVIEW
Setting up availabilities allows students to schedule an appointment with a staff advisor. Access to Availabilities is a **permission-based user role**.



Student Services

1. Select the days for availability.
2. Select the time range.
3. Select how long the availability will be active (a term or range of dates is recommended).
4. Choose whether the availability is for appointments, drop-ins, or a campaign (selecting one type is recommended).
5. Select the Meeting Type.
6. Select the Care Unit.
7. Select the Location.
8. Select the Service(s).
9. **Optional**: Add a phone number or URL (e.g., Zoom link). This will be visible to the student on the appointment confirmation page and in the appointment details.
10. **Optional**: Add special instructions for the student. These will be visible to them.
11. Select the maximum number of students for the appointment.
12. Save.

