


Navigate: Create Availability

Availability allows staff to indicate the days, times, locations, and services they offer during appointments.

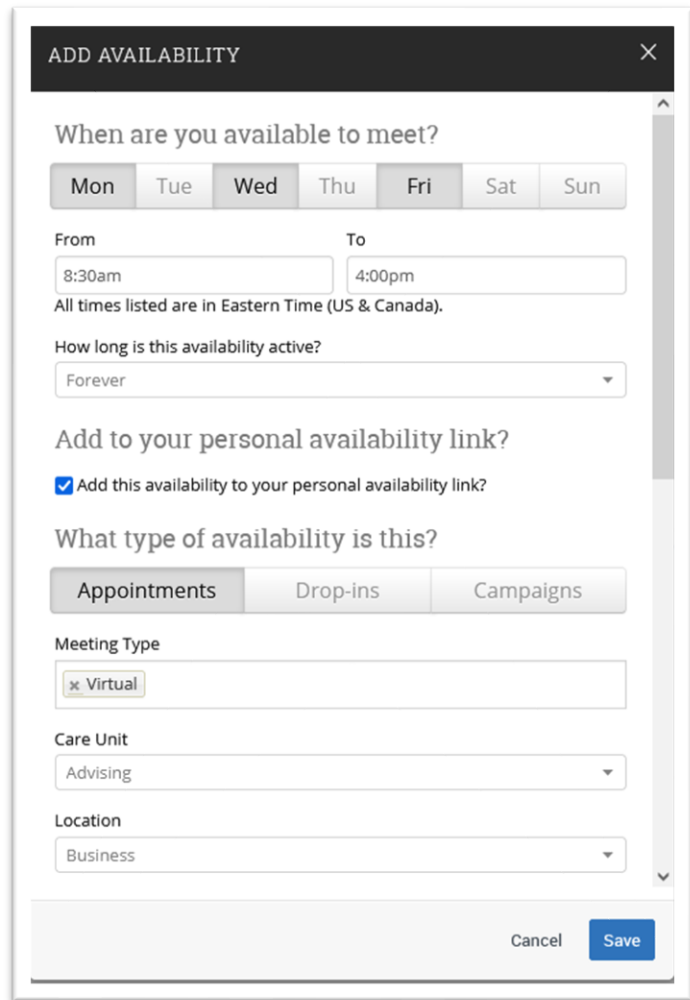
1. Create a block of available times for student appointments

- Click the [Home](#)  icon from the left navigation bar.
- On the [Staff Home](#) page, click the [My Availability](#) tab at the top.
- In the [Available Times](#) box, click [Actions](#).
- Choose [Add Time](#) from the drop-down menu. An [Add Availability](#) box will appear.
- Select the days of the week for appointment availability by clicking the boxes.

NOTE: for variable availability (Ex: differing MWF and TR availabilities), several Availabilities will need to be added. See step 3 below.

- Select the hours of the day for appointment availability.

NOTE: Navigate accounts for events made directly in Outlook. When Navigate it synced to the Outlook calendar, any events (ex: lunch) on the Outlook calendar will show as “busy” in Navigate.



ADD AVAILABILITY

Location

Business

Services

x Advising (General)

URL / Phone Number

https://etsu.zoom.us/my/ethangrey

Special Instructions for Student

B *I*    
e.g. room 23, please bring paper

Will you be meeting with multiple students?

These settings will not be used for kiosk and campaign purposes.

Max Number of Students per Appointment

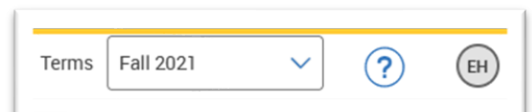
1

Cancel

Save

- Select a duration for this availability under the *How long is the availability active?* drop-down menu.

NOTE: To create availability for a future term, use the *Terms* drop down menu in the top right of the home page to select a future term.



- Click the checkbox next to *Add this availability to your personal availability link?*
- Select the availability type under *What type of availability is this?*

NOTE: Usually [Appointments](#) will be the best option.

[Campaigns](#) can be used to designate a specific time to meet with students who have been contacted through the [Campaigns](#) feature. Select [Appointments](#) and [Campaigns](#) to allow students who are and are not a part of a Campaign to

schedule during this availability. *Drop-ins* will allow students to check-in for a meeting at a kiosk or through their mobile app during that time. Do not select *Drop-ins* and *Appointments* or *Campaigns* together. Create separate times for *Drop-ins*.

- In the box under *Meeting Type*, enter one or more Meeting Types for this availability: *Virtual, In Person, Phone, Email*. This will allow students to indicate preferred meeting type when making their appointment.
- Choose *Advising* from the drop-down menu under *Care Unit*.
- Select the major, minor, and/or alpha assignments in the drop-down menu under *Location*. NOTE: for variable majors/minors/alpha assignments (Ex: advising for multiple majors), an Availability will need to be added for each of those *Locations*. See step 3 below.
- Select one or more *Services* from the drop-down menu under *Services*. There is no limit to the number of Services which may be offered during each availability.
- Type or paste the Zoom link into the *URL / Phone Number* box.
- Type or paste your Phone number into the *Special Instructions for Student* text box.
- Type any other special instructions for the student into the text box under *Special Instructions for Student*.
- Click Save at the bottom of the *Add Availability* box.

2. Use the Personal Availability Link

- Once an Availability is set, a *PAL (Personal Availability Link)* will appear at the bottom of the *Staff Home* page on the *My Availability* tab display.
- Click *Copy* to copy the link. Once the link is copied it can be pasted into email signatures, on webpages, and any other place a student may go to make an appointment.

Staff Home

Students | Appointments | My Availability | Appointment Requests

Available Times

Actions ▼								
<input type="checkbox"/>	DAYS OF WEEK	TIMES	DATES	LOCATION	PURPOSE	CARE UNIT	PERSONAL LINK	MEETING TYPE
<input type="checkbox"/>	Mon, Tue, Wed, Thu, Fri	8:30am - 4:30pm	Forever	Business	Advising (General) For: Appointments	Advising	Yes	Virtual Edit

* All times listed are in Eastern Time (US & Canada)

Personal Availability Link

Link: https://etsu.campus-training3.eab.com/pal/0zRO9Rdh_J

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3. Repeat Step 1 for additional availabilities

- Ex: Create Tuesday/Thursday availability. Create availabilities for the final exam period. Create availabilities for specific Campaigns. Create availabilities in which only virtual or phone Meeting Types are available.