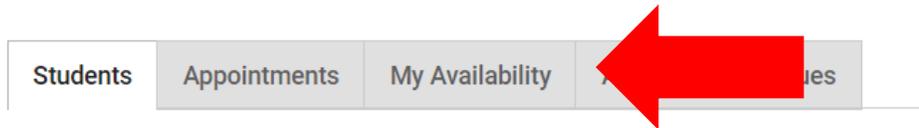


How to Set-Up Appointment and Drop-In Availability

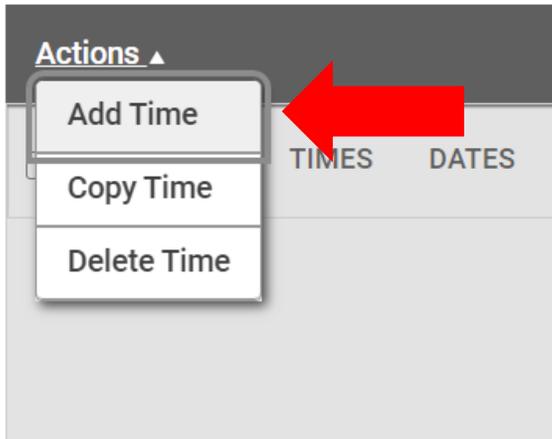
1. On your “Staff Home” screen click the tab “My Availability.”

Staff Home



2. Click the “Actions” drop down menu and click “Add Time.”

Available Times



3. The “Add Availability” pop up will then show.

ADD AVAILABILITY ✕

When are you available to meet?

Mon Tue Wed Thu Fri Sat Sun

From To

All times listed are in Central Time (US & Canada).

How long is this availability active?

Add to your personal availability link?

Add this availability to your personal availability link?

What type of availability is this?

Appointments Drop-ins Campaigns

Meeting Type

Care Unit

Location

Cancel

4. A filled in availability should like the one below. Click ALL services you will be offering for appointments.

ADD AVAILABILITY

When are you available to meet?

Mon Tue Wed Thu Fri Sat Sun

From 8:30am To 11:30am

All times listed are in Central Time (US & Canada).

How long is this availability active?

A Range of Dates

Starting on 5/23/2023 Ending on 08/18/2023

Add to your personal availability link?

Add this availability to your personal availability link?

What type of availability is this?

Appointments Drop-ins Campaigns

Meeting Type

In-Person

Care Unit

Cancel Save

ADD AVAILABILITY
✕

Meeting Type

✕
In-Person

Care Unit

▼
Advising Texas A&M University

Location

▼
Office for Student Success - see Additional Details

Services

✕
OSS - General Advising

URL / Phone Number

Special Instructions for Student

B
I
☰
☷
↶
↷

Howdy!

My office is located on the second floor of Hotard Hall. Please sign in on the first floor of Hotard and I will come get you from the lobby when I am ready.

See you soon!

Cancel
Save

*You can select “Add this availability to your personal availability link” and when you save your link will work to post in your email signature or wherever you market your availability to students. This link only works if you have active appointment availability attached to it.

*You must select at least one meeting type.

*You can also add “Additional Instructions” at the bottom of the pop up, such as, “Please check-in on the 2nd floor of Hotard” or “Bring your paper degree planner.”

5. You will hit save.
6. Current availability will be white and past/future availability will be red. See below.
Available Times

Actions ▼	SELECT	DAYS OF WEEK	TIMES	DATES	LOCATION	PURPOSE	CARE UNIT	
<input type="radio"/>	Mon, Tue, Wed, Thu, Fri	8:30a-12:00p	August 19, 2019 to August 23, 2019	Office for Student Success - Hotard Hall	OSS - General Advising For: Drop-Ins	Advising Texas A&M University	Edit	
<input type="radio"/>	Mon, Tue, Wed, Thu, Fri	1:30p-4:30p	Fall 2019 - College Station	Office for Student Success - Hotard Hall	OSS - General Advising For: Appointments	Advising Texas A&M University	Inactive/Edit	

***Students cannot find your location if you do not have availability.**

***If you set up your availability by semester, you will need to update your availability around finals for winter/summer break.**