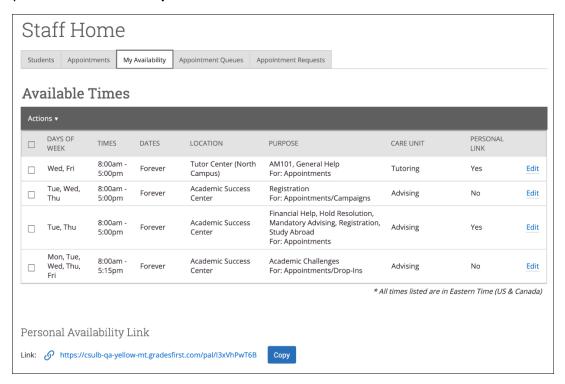
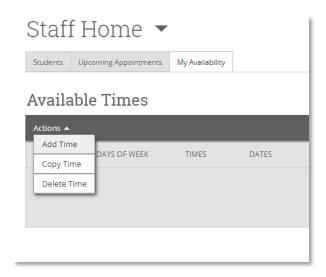
## **Setting Availability**

To have the ability to schedule appointments with students in Navigate and have students schedule appointments with you, you must have at least one availability set up. The following instructions are meant for a staff user creating availabilities;

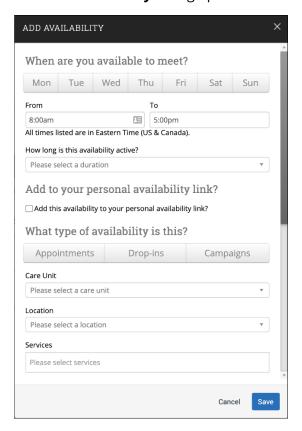
Go to **Staff Home > My Availability**. You should see a table of existing Availabilities, if any, and your **Personal Availability Link**.



Open the Actions menu and select Add Time.



## The **Add Availability** dialog opens.



From here, you can set days/times you are available for appointments. Recommendation: Utilize a Range of Dates for your availability to better control your schedule.

- 1. Choose days of the week for the availability.
- 2. Select the start and end time for the availability in the From and To fields.
- 3. Set the length of the availability with the How Long Is this Availability Active? field.
- 4. If you want this availability added to your personal availability link, select Add This Availability to Your Personal Availability Link? You can put the personal availability link in an email or text or on a website. Students are taken to a scheduling workflow that has the staff member's chosen availabilities pre-filled.
- 5. Select your Availability types. You can choose more than one at a time. For example, an availability can be for both Drop-In and Appointments.
- 6. Select your Meeting Types. You can choose more than one at a time. For example, an availability can be In-Person, Phone, or Virtual.
- 7. Select Care Unit. This determines which location and services can be added to the availability.
- 8. Select a Location.
- 9. Select Services. You must choose at least one service, but can pick more.
- 10. If any service you select is tied to a course, a *Course* field appears. Select the courses you are available for.

- 11. Enter a phone number or URL in the *URL / Phone Number* field. A clickable version of this link appears for students who create an appointment during the availability on the **Appointment Confirmation** page.
- 12. **Optional.** Enter special instructions for this availability.
- 13. Determine how many students can be in one appointment. If you do not select a *Max Number of Students per Appointment*, the maximum number stays 1.
- 14. Click **Save** to create the availability.

**Note.** The special instructions will be included in the initial notification to the student regarding this scheduled appointment. We recommend including general instructions, like your office location or how to check-in for the appointment upon arrival.

Repeat this process any time you want to add another availability. You can have as many availabilities as you want.