HOW TO SET UP AVAILABILITY

Availability allows staff to indicate the days, times, locations, and services for which they are available to meet with students. Staff can choose whether the availability active duration is for a specific term, a specific set of dates, or forever. Staff can set availability for appointment scheduling, drop-in visits, and/or appointment campaign purposes. Administration configurations and role permissions determine whether or not staff can create availability and also determine which Care Units, Locations, and Services will display in a user’s availability window.

To setup your availability, follow these steps:

**Step 1:** Login to TSC.

**Step 2:** From the Home Page, go to My Availability Tab and click Action drop down and select Add Time.
Step 3: The ADD Availability Window will display. Select the days you are available to meet.

Step 4: Select the times you are available.
Step 5: Choose how long is this availability active for (Choices:  1 – The active Term; 2 – A Range of Dates; or 3 – Forever)

Step 6: Select your Availability type(s). You can choose more than one at a time, e.g. you can set availability for both Drop-In and Appointments at the same time.
**Step 7:** Now select your Care Unit from the drop-down. Your Care Unit is *Advising*. After selecting the Care Unit, select your Location. Then select the Services *Online Academic Advising*. (Note: Currently, appointments are online but the location and Services may change when we return to campus.)
STEP 8: If there is a phone number or a URL (for example a Zoom or GoToMeeting link) for the meeting, especially for remote meetings, enter it in the URL / Phone Number field. A clickable version of this link will appear for students who create an appointment during the availability.

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
STEP 9: Enter special instructions for this availability.  **Note:** The special instructions will be included in the initial notification to the student regarding this scheduled appointment, in addition to subsequent appointment reminder emails. We recommend including general instructions, like your office location or how to check-in for the appointment upon arrival.

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Max Number of Students per Appointment

1
Step 10: Determine how many students can be in one appointment. If you do not select a Max Number of Students per Appointment, the number will be capped at 1.

Step 11: Click the **Save** button.

Repeat this process until all of your availabilities have been defined. You can have as many availabilities as needed.

There are two other options when adding Times Available.

**Copy Time:** To copy a time, select the time you would like to copy and then click the Copy Time button. The availabilities will be copied and a dialog will open allowing you to make edits or to save your newly created availability.

**Delete Time:** To delete your time, simply select the time and click the Delete Time button.