

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**.

The screenshot shows the 'Staff Home' interface with the 'My Availability' tab selected. Below the navigation tabs, there is a section titled 'Available Times' containing a table with columns for 'DAYS OF WEEK', 'TIMES', 'DATES', 'LOCATION', 'PURPOSE', 'CARE UNIT', and 'PERSONAL LINK'. Each row includes a checkbox and an 'Edit' link. Below the table is a note: '* All times listed are in Eastern Time (US & Canada)'. At the bottom, there is a 'Personal Availability Link' section with a link and a 'Copy' button.

<input type="checkbox"/>	DAYS OF WEEK	TIMES	DATES	LOCATION	PURPOSE	CARE UNIT	PERSONAL LINK
<input type="checkbox"/>	Wed, Fri	8:00am - 5:00pm	Forever	Tutor Center (North Campus)	AM101, General Help For: Appointments	Tutoring	Yes Edit
<input type="checkbox"/>	Tue, Wed, Thu	8:00am - 5:00pm	Forever	Academic Success Center	Registration For: Appointments/Campaigns	Advising	No Edit
<input type="checkbox"/>	Tue, Thu	8:00am - 5:00pm	Forever	Academic Success Center	Financial Help, Hold Resolution, Mandatory Advising, Registration, Study Abroad For: Appointments	Advising	Yes Edit
<input type="checkbox"/>	Mon, Tue, Wed, Thu, Fri	8:00am - 5:15pm	Forever	Academic Success Center	Academic Challenges For: Appointments/Drop-Ins	Advising	No Edit

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

Personal Availability Link

Link: <https://csulb-qa-yellow-mt.gradesfirst.com/pal/13xVhPwT6B> [Copy](#)

Open the **Actions** menu and select **Add Time**.

This screenshot shows the 'Staff Home' interface with the 'My Availability' tab selected. The 'Available Times' table is visible, and the 'Actions' menu is open, showing options for 'Add Time', 'Copy Time', and 'Delete Time'. The 'Add Time' option is highlighted.

The **Add Availability** dialog opens.

ADD AVAILABILITY [Close]

When are you available to meet?

Mon Tue Wed Thu Fri Sat Sun

From 8:00am To 5:00pm
All times listed are in Eastern Time (US & Canada).

How long is this availability active?
Please select a duration

Add to your personal availability link?
 Add this availability to your personal availability link?

What type of availability is this?
Appointments Drop-ins Campaigns

Care Unit
Please select a care unit

Location
Please select a location

Services
Please select services

Cancel Save

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.