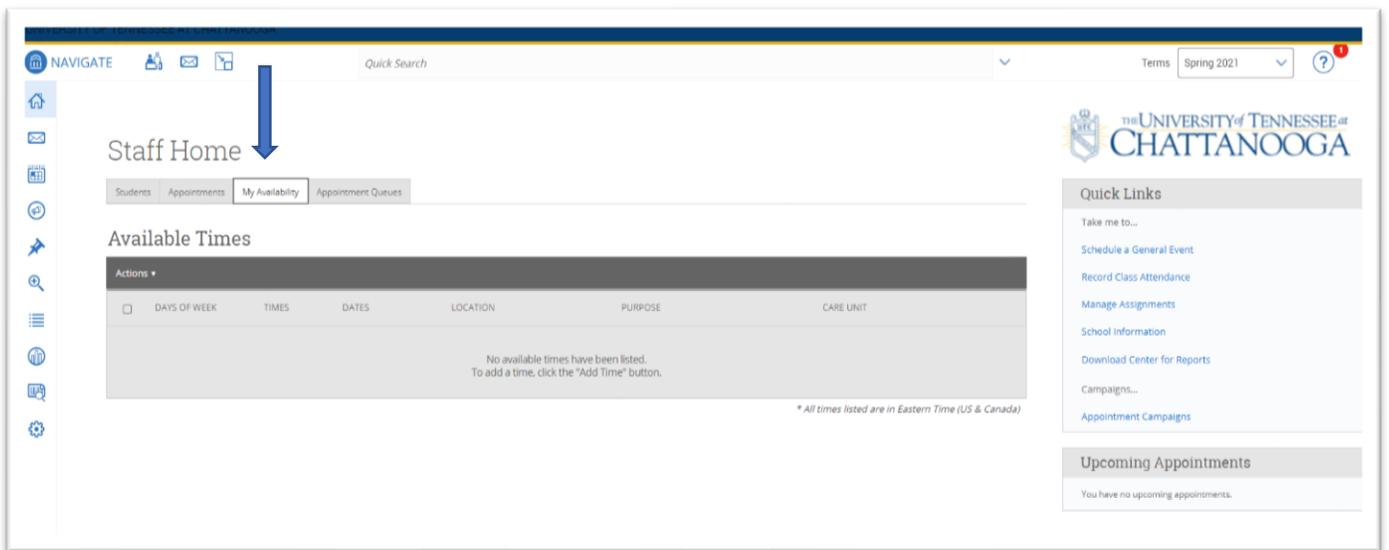


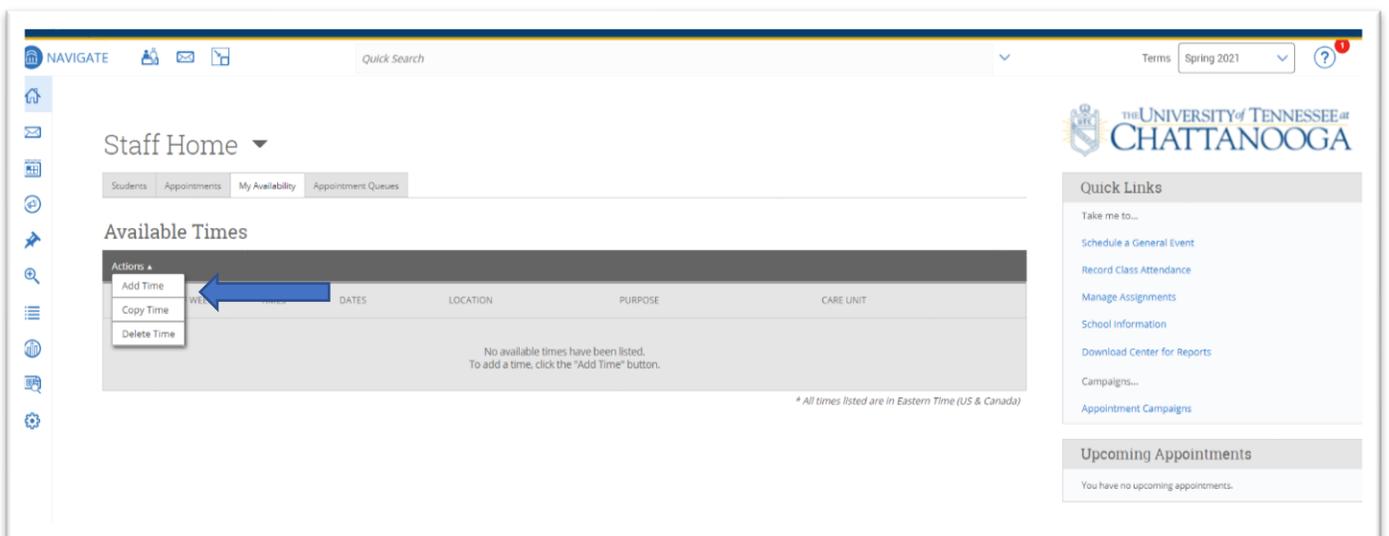
## Setting Up Your Availability

Before you will have the ability to schedule appointments with students or give students the ability to schedule appointments with you, you must have your availability set up.

1. From the Staff Home page, select the “My Availability” tab.  
(Any availability you have set will be shown here.)



2. Select the “Actions” dropdown menu and then select “Add Time”



3. Fill out the availability form. List the days and time you are available including how long this availability will be active. Also select the type, Care Unit, Location, and Service. (Do not select "Forever" as the duration. You may also add any special instruction for students at the bottom of the form.

The image shows a screenshot of a web application interface with a modal window titled "ADD AVAILABILITY". The modal is overlaid on a background that is dimmed and contains text such as "Quick Search", "Queues", "LOCATION", "No availa", "To add a tim", "Terms of Use", "Download Acrobat", "ersion: 20.2.4", and "n Eastern Time (US & Canada)".

The "ADD AVAILABILITY" form contains the following sections and fields:

- When are you available to meet?**
  - Days: Mon, Tue, Wed, Thu, Fri, Sat, Sun (checkboxes)
  - From: 8:00am (text input)
  - To: 5:00pm (text input)
  - Note: All times listed are in Eastern Time (US & Canada).
  - How long is this availability active?: Please select a duration (dropdown menu)
- What type of availability is this?**
  - Appointments, Drop-ins, Campaigns (radio buttons)
- Care Unit**: Please select a care unit (dropdown menu)
- Location**: Please select a location (dropdown menu)
- Services**: Please select services (text input)
- URL / Phone Number**: (text input)
- Special Instructions for Student**: (text area)

At the bottom of the modal, there are "Cancel" and "Save" buttons.

