Personal Appointment Availability Links (PALs) are unique to each staff member; the link does not change over time. When you include your PAL in a URL field, email signature area, website, or text message and students click the link they are taken to the ‘New Appointment’ page in student scheduling in their web browser and they are asked if they want to continue in the browser or open the Navigate app.

Appointment scheduling will be easier for students, as the Care Unit and Service will be pre-selected and students will see the days and times you’re available.

1. To set up your availability and your PAL, select My Availability from your Home screen. Click on the Actions dropdown menu and select Add Time.

2. Enter the day(s) of the week, times, and duration of your Appointment availability. If you want the availability added to your PAL, select ‘Add to your personal availability link?’. Select the Care Unit, Location, and Service(s).
If you have existing Appointment availability set-up, you can choose to add it to your PAL. Click the box next to the existing availability and click on the Actions dropdown menu and choose Add to Personal Link.

3. You can copy the PAL link and include it in URL’s, your email signature, website, or text message. A PAL link is unique to each Staff member and the link doesn’t change over time.

All configurations, limitations, and permissions for the Appointment availabilities remain in effect.

**Note:** Although EAB calls this a “Personal Availability Link” it only applies to your Appointment availability. Students who click on this link will be taken to your appointment availability (if they are your advisee or they meet the parameters for the service offered); they will not automatically see your Drop-In hours or your Campaign availability.