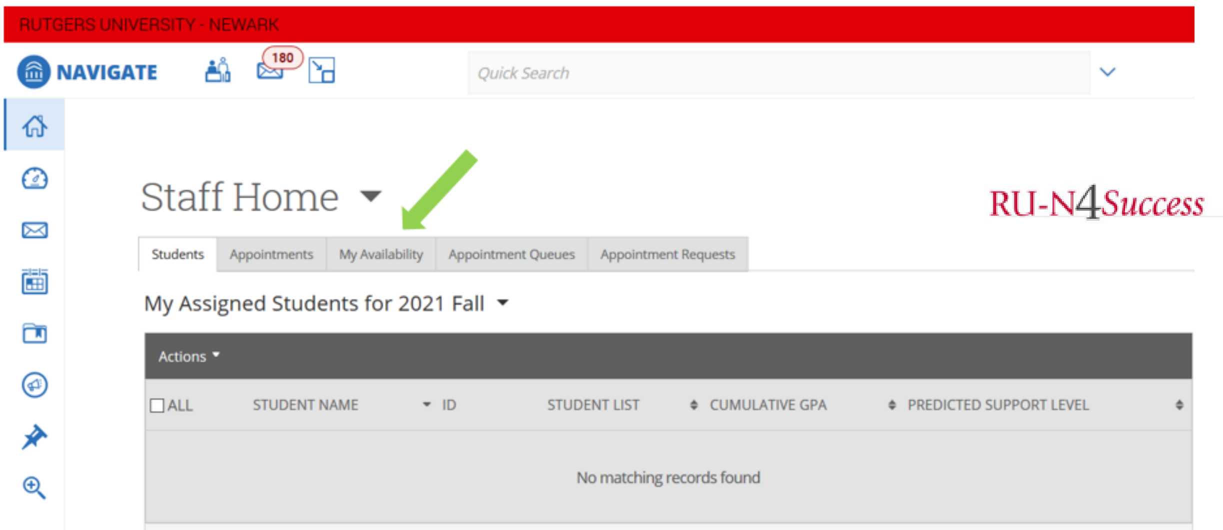
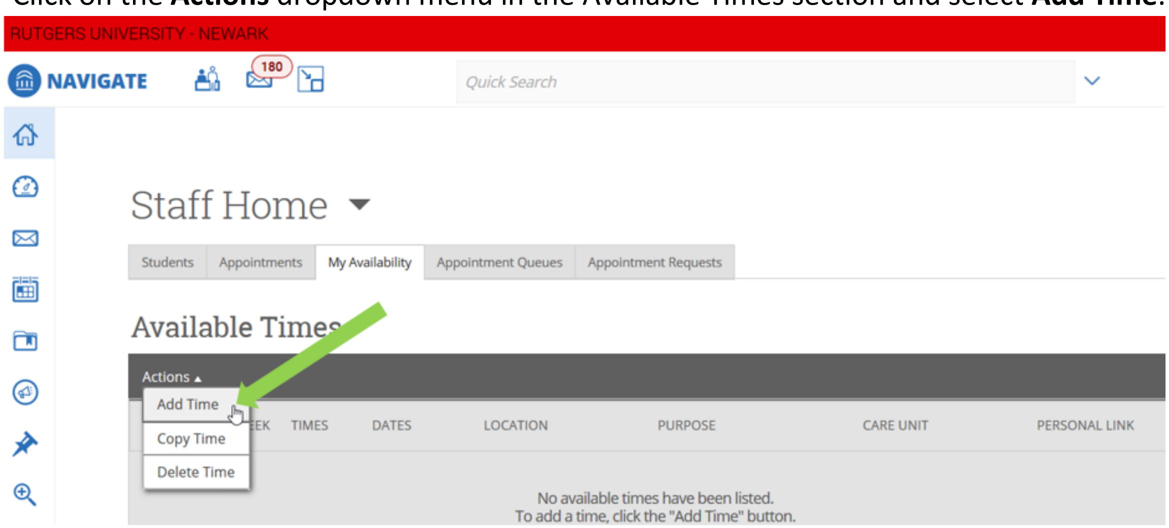
Setting Your Availability for Appointments

Setting up availability is one of the most important functions in RU-N4Success. If you do not specify your availability, students will not be able to make appointments with you and colleagues will not be able to make referrals.

1. To set up your availability you will need to select **My Availability** from the home screen



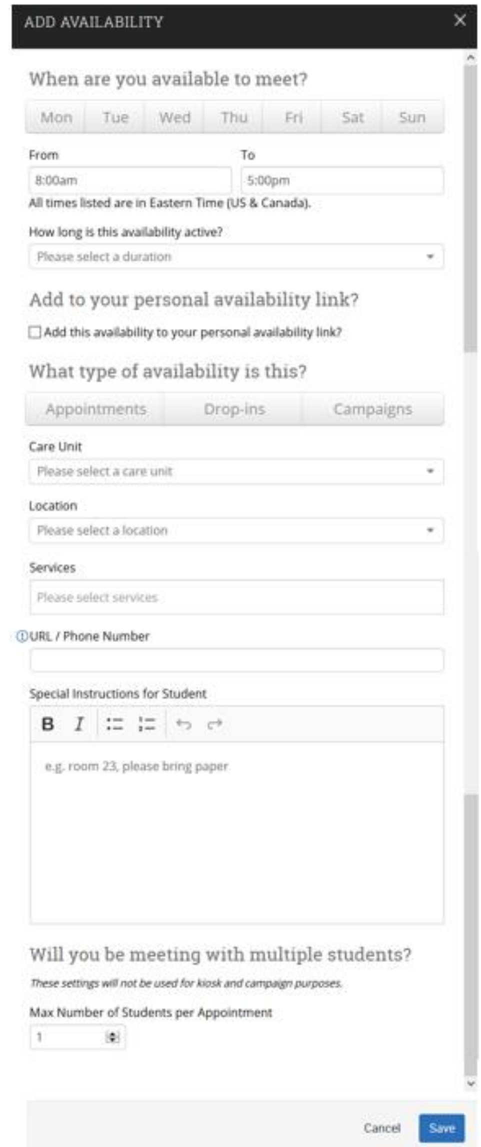
2. Click on the **Actions** dropdown menu in the Available Times section and select **Add Time**.



3. Please note that you're allowed to select multiple days that will apply for the same continuous block of time. If you need to set up different times for each day, or discontinuous blocks of time in any day, you will need to repeat these steps for each time available on those days.

4. Select the days of week and time period. Keep in mind any lunch hours or regular scheduled appointments such as classes taught or department meetings that take place.

5. Select how long these times will be effective, all semester, a range of dates, or forever. “Forever” just means “until you change it.”



6. Choose if you want to add this availability to your Personal Availability Link (PAL)

7. Be sure to select **APPOINTMENTS**. If the availability will also apply for Drop-ins and/or Campaigns, you can choose them too.

8. Choose the appropriate Care Unit (Advising or Tutoring or Graduate Student Services).

9. Select the Location for these appointments. This should be your office or center location or “Virtual Meeting”. If you have multiple work sites, make sure you set individual availability for each location.

10. Choose the Service(s) that you will be available to provide for this time. (i.e. coaching, advising, withdrawals, grad check, etc.). Please note that, if you want students to be able to make appointments with you, then you must choose at least one Service that appears in the student appointment interface. You can always use any service label that is available on the appointment summary to accurately represent what a particular meeting was about.

11. You have the option to add one URL (must have https:// included) or one phone number to support a virtual meeting with your students. This will show up in all appointment email/text notifications.

12. You can add any additional notes to this availability in the Details box. They will display as “Additional Details” when a student books an appointment with you.

13. Select the maximum number of students that can attend each appointment. The default is 1.

14. Click **Save**