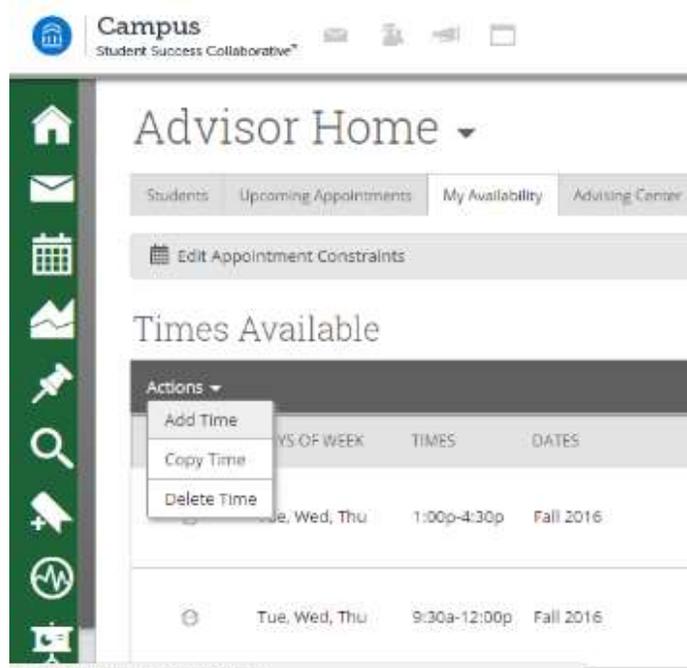


Set Up Your Availability: For Advisors

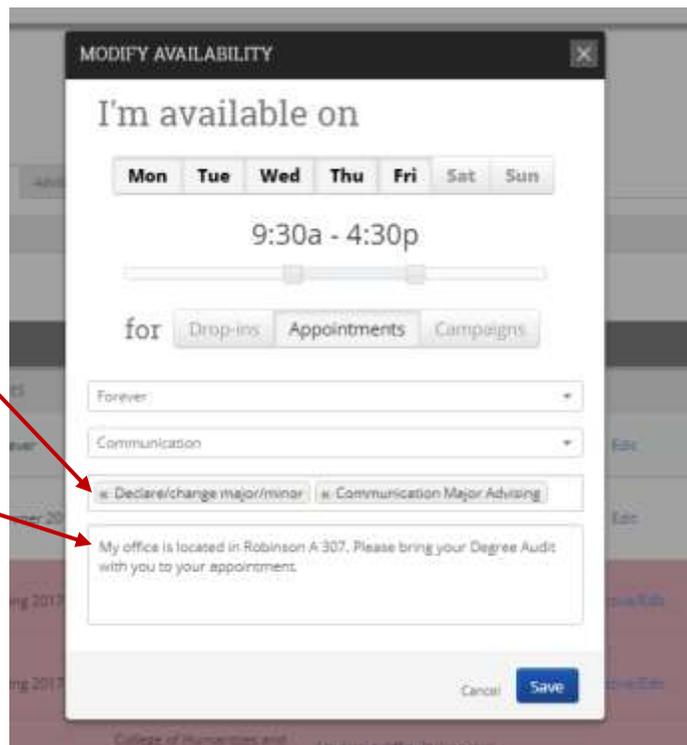
This is an important first step that will allow you to then create appointments with students.

1. From your home screen, select the "My Availability" tab.
2. Edit your Appointment Constraints.
Hours in Advance controls the number of hours in advance of an appointment a student must schedule.
Default Appointment Length controls the length of meeting time that students can schedule. Both constraints can be overridden by certain users, but not by students.
3. Select "Add Time" from the Actions menu to set up your first window of availability.
4. Use "Copy Time" to save steps with setting up additional times.
5. Follow the prompts to choose the day(s), hours, appointment type, location, and advising services you provide.



Under Student Services, advisors should choose both Major Advising for their program and Declare/change major/minor for both Drop-in (if applicable) and Appointment availability.

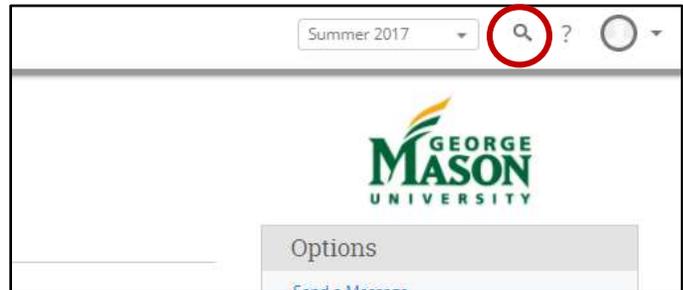
6. Add additional information in the details box. **Be sure to include your office room number.** This information is included in the confirmation email sent to the student.
7. Use the Calendar Sync resource on <http://advising.gmu.edu/ssc/ssc-resources/> to learn how to sync your Outlook or Gmail calendar to prevent students from scheduling during other meeting times.



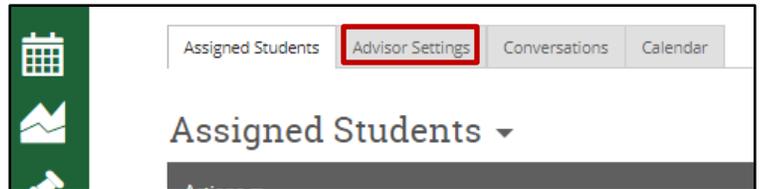
Set Up Others' Availability: For Location Administrators

In some areas, a location administrator may be responsible for creating and maintaining advisor availability. Only users with this role can set availability for others.

1. From your home screen, use the magnifying glass icon in the top right of the screen to search for the user(s) whose availability you need to create or edit.
2. Click "Advisor Settings: from the advisor's landing page.
3. Edit your Appointment Constraints. *Hours in Advance* controls the number of hours in advance of an appointment a student must schedule. *Default Appointment Length* controls the length of meeting time that students can schedule. Both constraints can be overridden by certain users, but not by students.



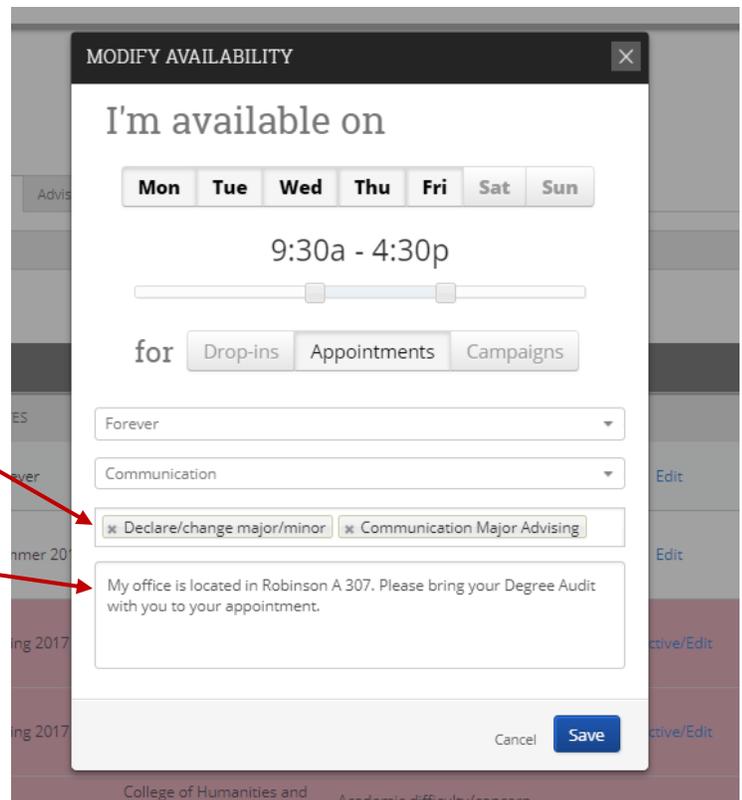
4. Select "Add Time" from the Actions menu to set up your first window of availability.
5. Use "Copy Time" to save steps with setting up additional times.



6. Follow the prompts to choose the day(s), hours, appointment type, location, and advising services the advisor provides.

Under Student Services, advisors should choose both Major Advising for their program and "Declare/change major/minor" for both Drop-in (if applicable) and Appointment availability.

7. Add additional information in the details box. **Be sure to include the advisor's office room number.** This information is included in the confirmation email sent to the student



8. Use the Calendar Sync resource on <http://advising.gmu.edu/ssc/ssc-resources/> to learn how to sync your Outlook or Gmail calendar to prevent students from scheduling during other meeting times.