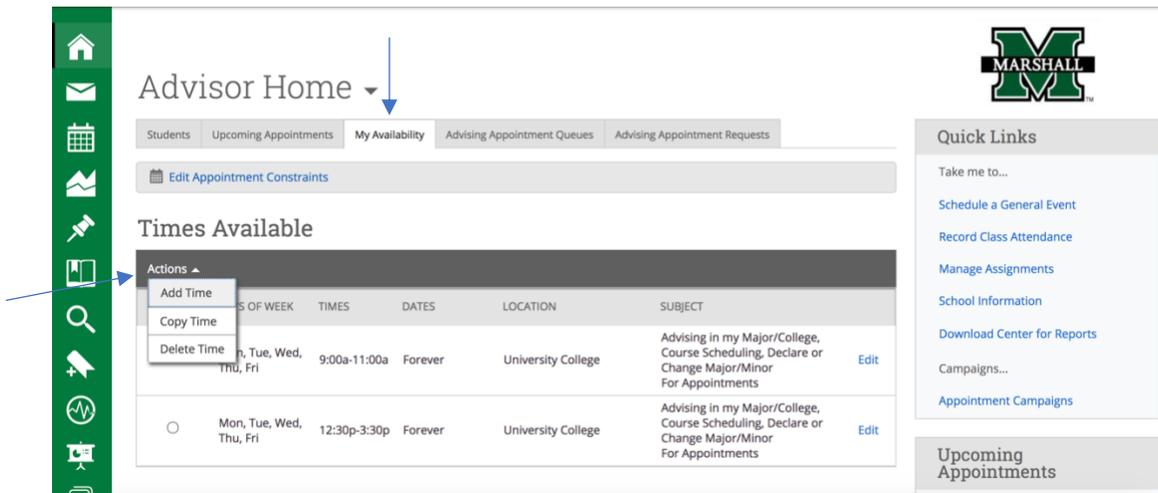# Setting Your Availability

Setting up availability defines the days and times you will be available to meet with students.

To add availability:
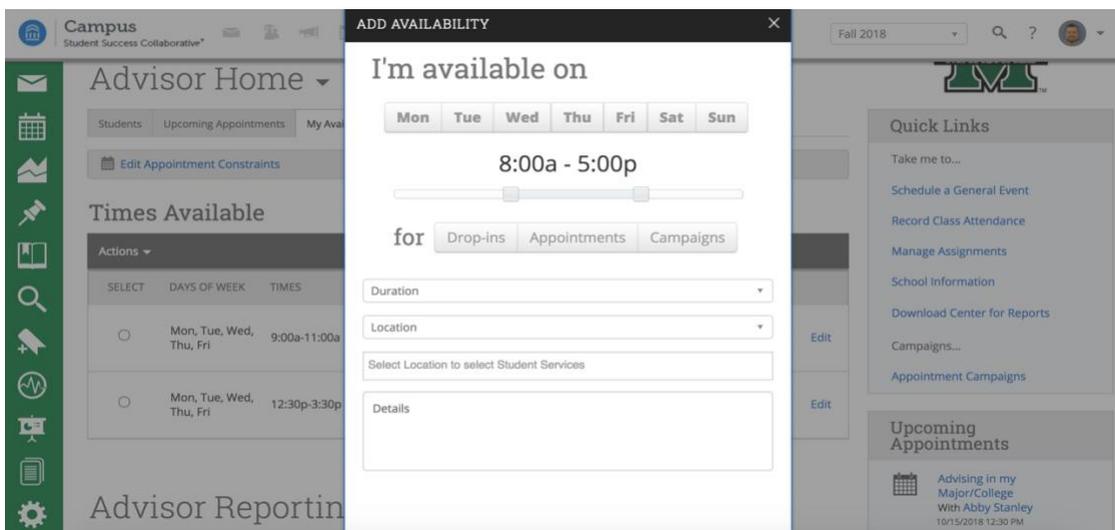
1. Click the My Availability tab on the Home page.

2. Open the Actions menu in the Times Available grid and select **Add Time**.

The Add Availability window opens.

3. Select the days and times when you are available to meet with students.

4. Select whether you will meet with students via **appointments**, **drop-ins** or **campaigns** during that time. If you select campaigns, you will only be available for campaign-based appointments.

5. Choose the duration you want to be available during these times. There are three options current semester, a range of dates or forever. The current semester option follows the academic calendar and your time will expire when the term ends.

6. Choose the location where you will be available.
Note: These locations are set by the application administrator and are limited in order to streamline the system for users. It is suggested that you select your college. Use the details box to give specific directions and locations to the student.

7. Select which student services you can provide to students during this availability.
Note: The services are based on the location that you have selected and are set by the application administrator. Only students requesting that service will see that you are available during that time.

8. Fill in the details box to give specific instructions to students on where you will be located during your listed availability.

9. Click the Save button.

10. Repeat this process until all of your availabilities have been defined. You can have as many availabilities as needed.

After you have created availabilities, you might see them highlighted in red or white. If they are red (and says inactive on the right) that is because the date is in the future. Those availability slots will turn white when the calendar date begins and will be active. Students can still schedule time in the future, even though it looks inactive.

There are two other "Action" options when adding Times Available.

Copy Time - to copy a time, select the time from the table below you would like to copy and then click the Copy Time button. The availabilities will be copied and a dialog will open allowing you to make edits or to save your newly created availability.

Delete Time- to delete your time, simply select the time from the table below and click the Delete Time button.

Note: Inactive availabilities are highlighted in red in the Times Available grid.