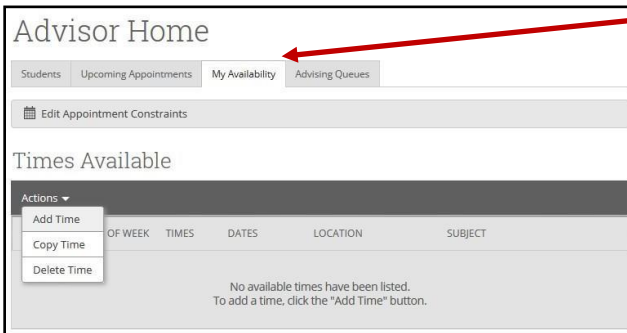# Setting Up Your Availability

Date: 8/5/2021

OVERVIEW
Setting up availabilities allows students to schedule an appointment with a staff advisor. Access to Availabilities is a **permission-based user role**.

Student Services

Step 1. Select the days for this availability.

Step 2. Select the time range.

Step 3. Select the duration for how long this availability will be active(Term or Range of Dates is recommended).

Step 4. Select whether this availability is for appointment, drop-in orcampaign (selecting one availability type is recommended).

Step 5. Select the Meeting Type for this Availability.

Step 6. Select the Care Unit for this availability.

Step 7. Select the Location for this availability.

Step 8. Select the Service(s) for this availability.

Step 9. Optional, add a phone number or URL (e.g. Zoom link) associated with this availability. The phone or URL will be visible to thestudent on the appointment confirmation page and appointment details.

Step 10. Optional, add special instruction for the student. This will bevisible to the student.

Step 11. Select the max number of students for this appointment.

Step 12. Save.