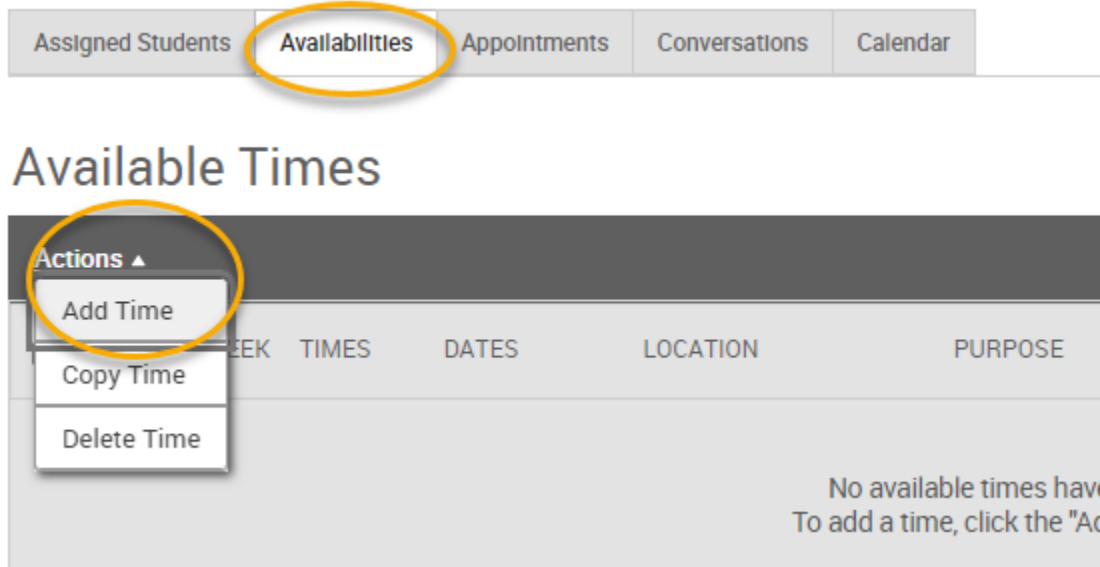# Setting up appointment availability

Please follow this guide carefully to correctly setup appointment availability. You will need to use the appendix to ensure you are setting up the correct availability for the appropriate Location (office) and service.

1. **Go to the Availabilities tab, Actions → Add Time**

2. **Start adding your availability**

*Check "Add to personal link" if you'd like a shareable link you can send to students to book with you

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3. **Select Availability type**

What type of availability is this?

Appointments   Drop-ins   Campaigns

Meeting Type

- Select Appointments to allow students to book with you
- Select Drop-ins if you want students to see you're available on a drop-in basis, and/or if you want to manage drop-ins through the Appointment Center; this is optional
- Select Campaigns if you want the availability to be separated out for an appointment campaign you wish to run (see Campaign Guide); by selecting Campaigns, you are setting aside availability that is only for a campaign

Next page...

4. Enter additional details and save

Meeting Type

[x In-person]

Use In-person, Virtual, or Phone for Meeting Type - do NOT use Email, Texting, or Live Chat

Care Unit

Advising & Career ▾

Location

Peer Advisor Academy ▾

Services

[x **Peer Advising Appointment]

URL / Phone Number

[   ]

Special Instructions for Student

B *I* :≡ ˅ ₁≡ ˅ ↶ ↷

Please visit E-211 to meet. |

Cancel   **Save**

- **Meeting type** – you can list more than one type
  - **Do NOT use** Email, Texting, or Live Chat (SIC) for setting appointment availability
  - **Use** In-person, Virtual, or Phone
- **Care Unit** – the top-level organizational structure
- **Location** – your specific office/department
- **Service** – Make sure you use Services indicated as **Appointment. See Page 5 to see all locations and services available for appointments. Do not use another service listed in the drop-down list as these are for internal tracking purposes.

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5. **You now have appointment availability!**

Available Times

	DAYS OF WEEK	TIMES	DATES	LOCATION	PURPOSE	CARE UNIT	PERSONAL LINK	MEETING TYPE	
☐	Mon, Tue, Wed	8:00am - 5:00pm	Forever	Peer Advisor Academy	**Peer Advising Appointment For: Appointments	Advising & Career	Yes	In-person	Edit

Actions ▼

* All times listed are in Eastern Time (US & Canada)

Personal Availability Link

Link: 🔗 https://laguardia.campus-training3.eab.com/pal/sdGF4Sdo-h   **Copy**

- You can edit the availability at any time
- You may need to create multiple availabilities to capture the nuance of your schedule. For instance, Mondays may be Virtual only, while Tuesdays and Thursdays are in-person only.
- As long as you synced your Outlook calendar, if you add meetings to your calendar, students will not be able to book even if you set up appointment availability

6. **As students book appointments, you can see them in the Appointments tab**

| lities | **Appointments** | Conversations | Calendar |

ointments

DATE/TIME	ATTENDEE	SERVICE	COMMENT	MEETING TYPE
07/01/2024 10:00am - 10:30am ET	Acosta, Juan	**Peer Advising Appointment		In-person
07/01/2024 10:30am - 11:00am ET	Bowens, Thomas	**Peer Advising Appointment		In-person
07/01/2024 1:00pm - 1:30pm ET	Goulimis, Theresa	**Peer Advising Appointment		In-person

Use this chart to set up availability. Only use the Services indicated here. All other services are NOT student-facing.

Care Unit Name	LOCATION	SERVICE
Academic Departments, Faculty & Library	All Academic Departments	**Program Director Appointment
Academic Departments, Faculty & Library	Library	**Appointment - Library Reference Desk
Academic Departments, Faculty & Library	Library	**Personal Librarian Appointment
Academic Departments, Faculty & Library	Math, Engineering & Computer Science	**Advising Appointment - Computer Science (MEC)
Academic Departments, Faculty & Library	Math, Engineering & Computer Science	**Advising Appointment - Engineering (MEC)
Advising & Career	ASAP	**Advising Appointment - ASAP
Advising & Career	ASAP	**New Student Advising Appointment - ASAP
Advising & Career	ASAP	[Event] ASAP Onboarding Session
Advising & Career	Career Services	**Career Appointment - Elmezzi Career Fellows Program
Advising & Career	Career Services	**Career Appointment - Internship Search Assistance
Advising & Career	Career Services	**Career Appointment - Interview Preparation
Advising & Career	Career Services	**Career Appointment - Planning & Research
Advising & Career	Career Services	**Career Appointment - Professional Development
Advising & Career	Career Services	**Career Appointment - Resume Review
Advising & Career	Career Services	**Career Appointment - SOAR Experiential Learning Program
Advising & Career	Career Services	**Career Appointment- Job Search/Finding Employment
Advising & Career	Clinical Health Faculty Advising	**Advising Appointment - Clinical Health Faculty
Advising & Career	College Discovery (CD)	**Advising Appointment - CD
Advising & Career	College Discovery (CD)	**New Student Advising Appointment - CD
Advising & Career	Credit for Prior Learning	**Appointment - Credit for Prior Learning
Advising & Career	CUNY Edge	**Appointment - CUNY EDGE
Advising & Career	CUNY Start	**Advising Appointment - CUNY Start
Advising & Career	CUNY Start	**Advising Appointment - Math Start
Advising & Career	Early College Initiative (ECI)	**Appointment - Early College Initiative
Advising & Career	Faculty Mentoring	**Faculty Mentoring Appointment
Advising & Career	International Student Services (ISS)	**Advising Appointment - ISS
Advising & Career	International Student Services (ISS)	**Appointment - F-1 Status
Advising & Career	International Student Services (ISS)	**New Student Advising Appointment - ISS
Advising & Career	Peer Advisor Academy	**Peer Advisor Appointment
Advising & Career	Student Advising Services (SAS)	**Advising Appointment - SAS
Advising & Career	Student Advising Services (SAS)	**New Student Advising Appointment - Health Sciences

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Advising & Career	Student Advising Services (SAS)	**New Student Advising Appointment - SAS
Advising & Career	Student Advising Services (SAS)	^^Drop-in Advising - SAS
Advising & Career	Student Advising Services (SAS)	^^Drop-in Advising - New Students - SAS
Advising & Career	Student Advising Services (SAS)	**Re-admit Advising Appointment - SAS
Advising & Career	Veterans Services	**Advising Appointment - VET
Advising & Career	Veterans Services	**Appointment - GI Benefits
Advising & Career	Veterans Services	**New Student Advising Appointment - VET
Campus Life	Campus Life	**Appointment - BMEC Mentoring
Campus Life	Campus Life	**Appointment - Campus Life
Campus Life	Campus Life	**Appointment - Curear Futuros Mentoring
Campus Life	The Women's Center/LGBTGIA Safe Zone	**Appointment - Women's Center/LGBTQIA Center
Enrollment	Admissions	**Appointment - Early College/College Now Advisor
Enrollment	Admissions	**Appointment - Veteran Services
Enrollment	Testing	**Testing Appointment - Schedule ATB Test
Enrollment	Testing	**Testing Appointment - Schedule ESL Placement
Enrollment	Testing	**Testing Appointment - Schedule Local Writing Test
Enrollment	Testing	**Testing Appointment - Schedule Math Assessment
Ombudsman	Student Advocate (Ombuds Office)	**Ombuds Appointment
Tutoring & Technology	Academic ESL Lab	**Tutoring Appointment - Academic ESL
Tutoring & Technology	ASAP Tutoring	**Tutoring Appointment - ASAP Students
Tutoring & Technology	College Discovery (CD) Tutoring	**Tutoring Appointment - College Discovery Students
Tutoring & Technology	Computer Science Lab	**Tutoring Appointment - Computer Science
Tutoring & Technology	Engineering Lab	**Tutoring Appointment - Engineering
Tutoring & Technology	ePortfolio Assistance	**Appointment - ePortfolio Assistance
Tutoring & Technology	Math Tutoring Center	**Tutoring Appointment - Math
Tutoring & Technology	Modern Language Lab	**Tutoring Appointment - Modern Languages
Tutoring & Technology	Reading Lab	**Tutoring Appointment - Reading
Tutoring & Technology	Science Study Center	**Tutoring Appointment - Science Study Center
Tutoring & Technology	Student Gov. Association (SGA) Tutoring	**Tutoring Appointment - Student Gov. Association (SGA)
Tutoring & Technology	Student Technology Mentors	**Appointment - General Technology Support
Tutoring & Technology	Writing Center	**Tutoring Appointment - Writing Center

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