

## How to find your Personal Availability Link

1. Select the My Availability tab on your Staff home page
2. Click the Copy button located below your availability. If the link shows

Staff Home ▾

Students Appointment **My Availability** Appointment Queues Appointment Requests

### Available Times

Actions ▾								
<input type="checkbox"/>	DAYS OF WEEK	TIMES	DATES	LOCATION	PURPOSE	CARE UNIT	PERSONAL LINK	MEETING TYPE
<input type="checkbox"/>	Mon	8:00am - 5:00pm	Forever	Academic Counseling Center	Academic Advising For: Appointments	Academic Advising	Yes	In-Person <a href="#">Edit</a>

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

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Personal Availability Link

Link: <https://memphis.campus.eab.com/pal/LTNR115> **Copy**

If your Personal Availability link has this note below it- *“\* Please be advised, no availabilities are currently associated with your personal availability link.”*- please select the availability you want to add to your personal link using the checkbox(es) on the left, then click Actions, and then select Add to Personal Link. Click [Here](#) for more info on Personal Availability links