

## Enabling Personal Availability Link

1. Access **My Availability** tab on the Staff Home
2. Select **“Edit”** to edit existing availability or select **“Add Time”** from the Actions dropdown to add additional availability

### Staff Home ▾

Students | Appointments | **My Availability** | Appointment Queues | Appointment Requests

#### Available Times

Actions ▾

<input type="checkbox"/>	DAYS OF WEEK	TIMES	DATES	LOCATION	PURPOSE	CARE UNIT	PERSONAL LINK
<input type="checkbox"/>	Mon	10:00am - 1:00pm	Spring Term 2021	Virtual Faculty Office	SLC-6905, SLC-4410, Faculty/Instructor Office Hours-Zoom For: Appointments	Faculty/Instructor Office Hours	Yes <b>Edit</b>

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

#### Personal Availability Link

Link: <https://memphis.campus.eab.com/pal/LTNLt15wC> **Copy**

3. Select the checkbox for **“Add this availability to your personal availability link?”**

#### ADD AVAILABILITY

When are you available to meet?

Mon | Tue | Wed | Thu | Fri | Sat | Sun

From: 9:00am To: 4:00pm  
All times listed are in Central Time (US & Canada).

How long is this availability active?  
Forever

**Add to your personal availability link?**  
 Add this availability to your personal availability link?

What type of availability is this?  
Appointments | Drop-ins | Campaigns

Care Unit: Academic Advising

Location: Collierville Center

Services: Academic Advising, Academic Advising-Zoom, Academic Advising-Phone

Cancel **Save**

4. Click **Save**

5. Copy the personal availability link displayed at the bottom of the My Availability tab

Staff Home ▾

Students	Appointments	My Availability	Appointment Queues	Appointment Requests			
<b>Available Times</b>							
Actions ▾							
<input type="checkbox"/>	DAYS OF WEEK	TIMES	DATES	LOCATION	PURPOSE	CARE UNIT	PERSONAL LINK
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Personal Availability Link

Link: <https://memphis.campus.eab.com/pal/LTNtLt15wC>

[Copy](#)

## Frequently Asked Questions

### 1. What does the personal availability link do?

The personal availability link provides a direct link to your scheduling screen and eliminates several steps for students. Without using the personal availability link, students must login to Navigate and click on the Schedule An Appointment button and then select the type of appointment (i.e. advising, tutoring, etc.), service (i.e. Advising-Phone, Advising- Zoom, etc.), and location before making it to your scheduling screen. This link simply expedites that process and eliminates the possibility that a student makes an incorrect selection.

### 2. How can I best use the personal availability link?

- a. Update your email signature to include your scheduling link
- b. Update your college/department website to include your scheduling link
- c. Send students who haven't been cleared or scheduled an appointment a text message with the personal availability link. Tip: Use bitly.com to convert your personal availability link into a much shorter link in order to save more characters for your message (<https://memphis.campus.eab.com/pal/LTNtLt15wC> can be shortened to <https://bit.ly/39MdNEf> )

### 3. If a student who is not one of my advisees accesses my personal availability link, will he/she be able to schedule with me?

No, the personal availability link still enforces the use of any restrictions in place that keep students who are not your advisees from scheduling with you.