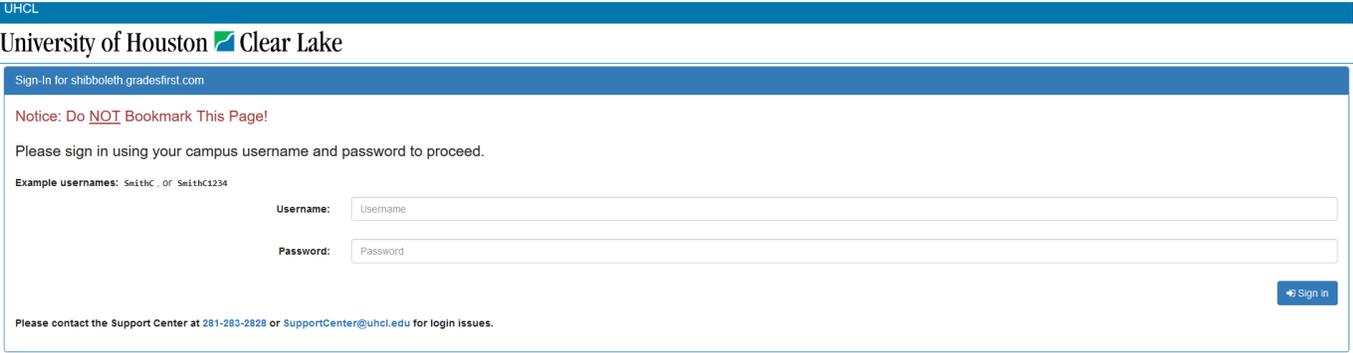
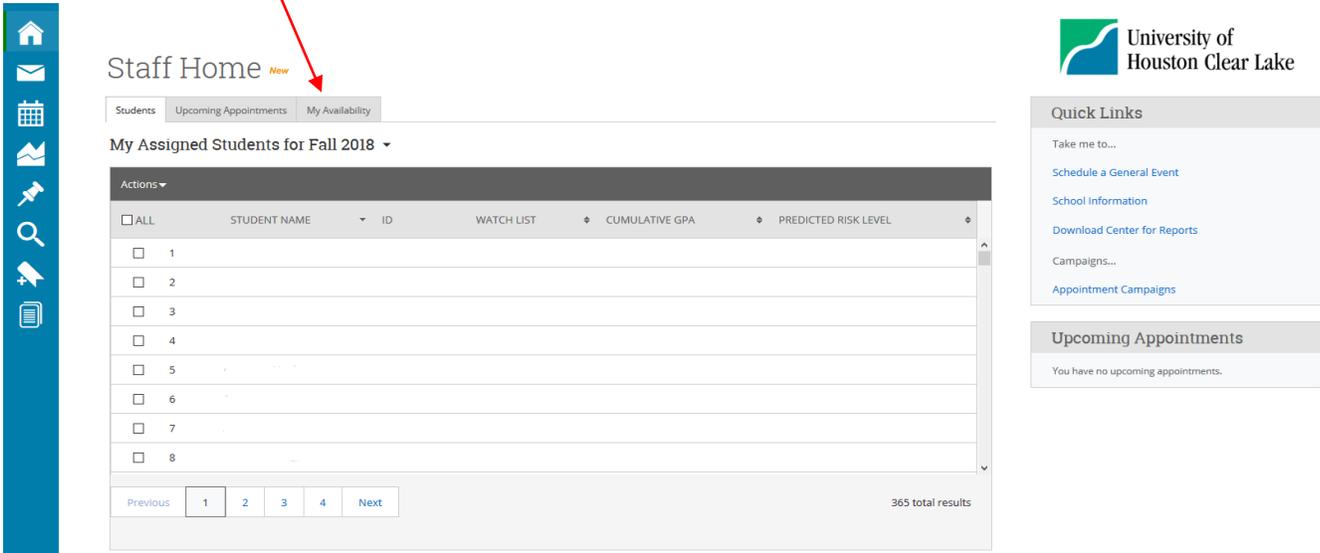


How to set-up **My Availability** in Navigate.

Steps	Descriptions
1.	<p>Enter: <b>Your UHCL user ID/user name and password to login to EAB.</b> <a href="https://uhcl.campus.eab.com">https://uhcl.campus.eab.com</a></p> 
2.	<p><b>Staff Home Page</b></p> <p>Click: <b>My Availability tab</b></p>  <p>Continue on next page.</p>

3.

Click: **Action drop down arrow**  
Select: **Add Time**

The screenshot shows the 'Staff Home' interface. On the left is a vertical navigation bar with icons for home, mail, calendar, charts, and search. The main content area has tabs for 'Students', 'Upcoming Appointments', and 'My Availability'. Below the tabs is the 'Available Times' section, which contains an 'Actions' dropdown menu. A red arrow points to the 'Add Time' option in this menu. The table below the menu is currently empty, with a message stating 'No available times have been listed. To add a time, click the "Add Time" button.' On the right side, there are sections for 'Quick Links' and 'Upcoming Appointments'.

4.

Select/Enter:

- **When are you available to meet?**
- **Time>From to To**
- **How long is this availability active? (Click on drop down arrow)**
- **What type of availability (Appointments, Drop-ins or Campagins)**
- **Care Unit (Choose Advising)**
- **Location**
- **Services (Services provided during the time frame available)**
- **Special Instructions for students**
- **Number of students per appointment**

Click **Save**. *You will then see your My Availblty*

The screenshot shows the 'ADD AVAILABILITY' modal form. At the top, it asks 'When are you available to meet?' with radio buttons for days of the week (Mon-Sun). Below this are 'From' and 'To' time input fields (e.g., 8:00am to 5:00pm). The next question is 'How long is this availability active?' with a dropdown menu. Then, it asks 'What type of availability is this?' with buttons for 'Appointments', 'Drop-ins', and 'Campaigns'. The form includes dropdown menus for 'Care Unit' and 'Location', a text field for 'Services', and a text area for 'Special Instructions for Student' (with an example: 'e.g. room 23, please bring paper'). At the bottom, there are 'Cancel' and 'Save' buttons, and a 'Show Cancelled' checkbox.

# Navigate Student Success Collaborative



The choice  
is clear.

If you need to edit your My Availability, click on edit

The screenshot shows the 'My Availability' section of the 'Staff Home' page. The 'Available Times' table has the following data:

SELECT	DAYS OF WEEK	TIMES	DATES	LOCATION	PURPOSE	CARE UNIT	
<input type="radio"/>	Mon, Tue, Wed, Thu, Fri	8:00a-5:00p	August 29, 2018 to December 14, 2018	Freshman & Sophomore Advising (Bayou 1408)	Academic Probation Advising, Candidate Plan of Study (CPS)/Academic Advisement Report, Considering changing my Major, Drop a Class, General Advising Questions, Mandatory Advising Program requirement, Need assistance adding another class, Need signed Candidate Plan of Study for Veteran Services, Question about Minors, Registration Issues, Reinstatement Advising, SAP Appeal Advising, Transfer Credit Questions, UAAC Transition Student, Withdraw from UHCL For: Appointments	Advising	<a href="#">Edit</a>

5. Update as needed. Click on **Save**.

The 'MODIFY AVAILABILITY' dialog box is open, showing the following configuration:

- When are you available to meet?  
Days: Mon, Tue, Wed, Thu, Fri, Sat, Sun
- From: 8:00am To: 5:00pm
- How long is this availability active?  
A Range of Dates  
Starting on: 08/29/2018 Ending on: 12/14/2018
- What type of availability is this?  
Appointments (selected), Drop-ins, Campaigns
- Care Unit: Advising
- Location: Freshman & Sophomore Advising (Bayou 1408)
- Services: Academic Probation Advising

**Repeat process until all of your availabilities have been defined. You can have as much availability as needed.**

Continued on next page.

6. Other Functions:

Copy Time: **To copy a time, select the time you would like to copy and then click the Copy Time.**

Delete Time: **To delete time, select the time you would like to delete and then click the Delete Time.**

Staff Home New

Students Upcoming Appointments My Availability

### Available Times

Actions	DAYS OF WEEK	TIMES	DATES	LOCATION	PURPOSE	CARE UNIT	
<input checked="" type="radio"/> <ul style="list-style-type: none"> <li>Add Time</li> <li>Copy Time</li> <li>Delete Time</li> </ul>	Mon, Tue, Wed, Thu, Fri	8:00a-5:00p	August 29, 2018 to December 14, 2018	Freshman & Sophomore Advising (Bayou 1408)	Academic Probation Advising, Candidate Plan of Study (CPS)/Academic Advisement Report, Considering changing my Major, Drop a Class, General Advising Questions, Mandatory Advising Program requirement, Need assistance adding another class, Need signed Candidate Plan of Study for Veteran Services, Question about Minors, Registration Issues, Reinstatement Advising, SAP Appeal Advising, Transfer Credit Questions, UAAC Transition Student, Withdraw from UHCL For: Appointments	Advising	<a href="#">Edit</a>

**Inactive availabilities are highlighted in red in the Times Available grid.**

Campus Student Success Collaborative

Staff Home New

Students Upcoming Appointments My Availability

### Available Times

SELECT	DAYS OF WEEK	TIMES	DATES	LOCATION	PURPOSE	CARE UNIT
<input type="radio"/>	Mon	8:00a-5:00p	November 01, 2018 to November 02, 2018	Freshman & Sophomore Advising (Bayou 1408)	Drop a Class For: Drop-Ins	Advising <span>Inactive/Edit</span>
<input type="radio"/>	Mon, Tue, Wed, Thu, Fri	8:00a-5:00p	August 29, 2018 to December 14, 2018	Freshman & Sophomore Advising (Bayou 1408)	Academic Probation Advising, Candidate Plan of Study (CPS)/Academic Advisement Report, Considering changing my Major, Drop a Class, General Advising Questions, Mandatory Advising Program requirement, Need assistance adding another class, Need signed Candidate Plan of Study for Veteran Services, Question about Minors, Registration Issues, Reinstatement Advising, SAP Appeal Advising, Transfer Credit Questions, UAAC Transition Student, Withdraw from UHCL For: Appointments	Advising <a href="#">Edit</a>