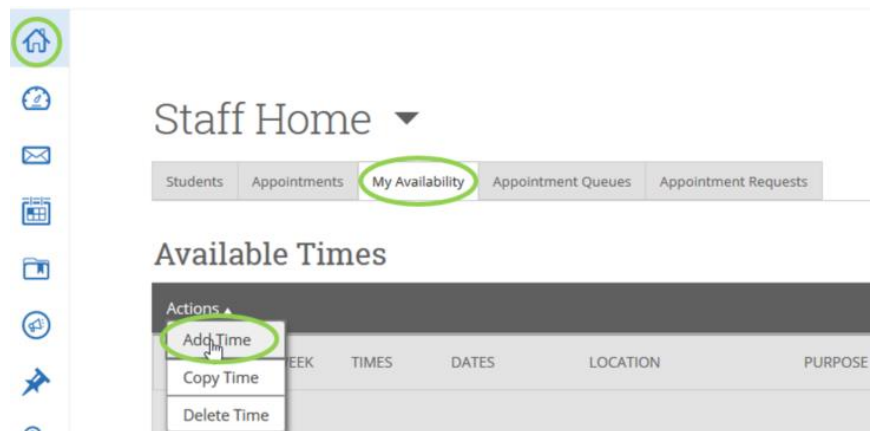


# Personal Appointment Availability Link (PAL)

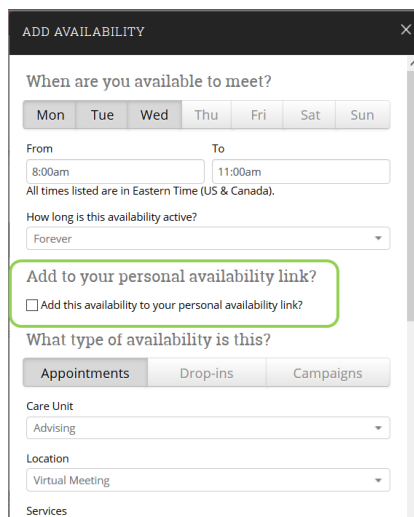
Personal Appointment Availability Links (PALs) are unique to each staff member; the link does not change over time. When you include your PAL in a URL field, email signature area, website, or text message and students click the link they are taken to the 'New Appointment' page in student scheduling in their web browser and they are asked if they want to continue in the browser or open the Navigate app.

Appointment scheduling will be easier for students, as the Care Unit and Service will be pre-selected and students will see the days and times you're available.

1. To set up your availability and your PAL, select **My Availability** from your Home screen. Click on the **Actions** dropdown menu and select **Add Time**.



2. Enter the day(s) of the week, times, and duration of your Appointment availability. If you want the availability added to your PAL, select '**Add to your personal availability link?**'. Select the Care Unit, Location, and Service(s).



The screenshot shows the 'ADD AVAILABILITY' form. The title is 'ADD AVAILABILITY'. Below the title, there is a question: 'When are you available to meet?'. There are tabs for 'Mon', 'Tue', 'Wed', 'Thu', 'Fri', 'Sat', and 'Sun'. The 'Wed' tab is selected. Below the tabs, there are input fields for 'From' (8:00am) and 'To' (11:00am). Below these fields, there is a note: 'All times listed are in Eastern Time (US & Canada)'. Below the note, there is a dropdown menu for 'How long is this availability active?' with 'Forever' selected. Below the dropdown menu, there is a checkbox labeled 'Add to your personal availability link?' which is checked. Below the checkbox, there is a question: 'What type of availability is this?'. There are three tabs: 'Appointments', 'Drop-ins', and 'Campaigns'. The 'Appointments' tab is selected. Below the tabs, there are input fields for 'Care Unit' (Advising), 'Location' (Virtual Meeting), and 'Services'.

If you have existing Appointment availability set-up, you can choose to add it to your PAL. Click the box next to the existing availability and click on the **Actions** dropdown menu and choose **Add to Personal Link**.

Staff Home ▾

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

### Available Times

Actions ▾	DATES	LOCATION	PURPOSE
<ul style="list-style-type: none"> <li>Add Time</li> <li>Copy Time</li> <li>Delete Time</li> <li><b>Add to Personal Link</b></li> <li>Remove from Personal Link</li> </ul>	Forever	Virtual Meeting	HLLC Advising & Mentoring For: Appointments

- You can copy the PAL link and include it in URL's, your email signature, website, or text message. A PAL link is unique to each Staff member and the link doesn't change over time.

All configurations, limitations, and permissions for the Appointment availabilities remain in effect.

Staff Home ▾

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

### Available Times

Actions ▾	DAYS OF WEEK	TIMES	DATES	LOCATION	PURPOSE	CARE UNIT
<input type="checkbox"/>	Mon, Tue, Wed	8:00am - 11:00am	Forever	Virtual Meeting	HLLC Advising & Mentoring For: Appointments	Advising

*\* All times*

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Personal Availability Link

Link: <https://run4success.campus.eab.com/pal/dndt61Yajc> Copy

**Note:** Although EAB calls this a “Personal Availability Link” it only applies to your **Appointment** availability. Students who click on this link will be taken to your appointment availability (if they are your advisee or they meet the parameters for the service offered); they will not automatically see your Drop-In hours or your Campaign availability.