

## Navigate: Availability

1. In EAB Navigate, under “My Availability,” to add availability, select “Actions” and “Add Time.”
2. You will then see the following window:
3. Select days, times, and duration of Availability.
4. Select the type of availability and Meeting type.
5. Select the Care Unit in which the service is housed.
6. Select the location of the services
7. Select applicable services
8. Add any special instructions for the student.
9. Select how many students you will be meeting with.
10. Save.

This will complete availability listed. Rather than edit availability, if your calendar is synced, adding an event to your calendar as “busy” will not allow students to make an appointment. If an event is marked as “free” on your calendar, students will still have the ability to make an appointment.

Once availability has been input, it can be edited by selecting the “Edit” button listed next to availability.

Availability can be edited for different semesters, but once availability turns red (see below), it should be deleted. Availability can be deleted by selecting the availability, selecting “Actions,” and “delete time.”

<input checked="" type="checkbox"/>	Mon, Tue, Wed	1:00pm - 4:00pm	October 30, 2023 to November 01, 2023
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**ADD AVAILABILITY**

When are you available to meet?

From  To

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

How long is this availability active?

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

What type of availability is this?

Meeting Type

Care Unit

Location

Services

URL / Phone Number

Special Instructions for Student

**B** *I* | **≡** **≡** | **↶** **↷**

e.g. room 23, please bring paper

Will you be meeting with multiple students?  
These settings will not be used for kiosk and campaign purposes.

Max Number of Students per Appointment