How to Set Your Availability in Navigate

Set up your availability in Navigate so that students can schedule appointments to see you. It’s important to note that locations and services are created by university administrators.

1. Click on the My Availability tab. Under Available Times, Go to the Actions menu and select Add Time

2. Select the days and times when you are available to meet with students

3. Decide if you are going to meet with students via appointment or during drop in hours. Select the button that corresponds with your answer. Campaigns will be covered separately.

4. Determine if you want to have this availability associated with your Personal Availability Link. If yes, click on the box. If no, leave it unchecked.
5. Select the type of meeting (in person v. virtual) that you want to make yourself available for.
6. Choose the care unit from the drop down menu.
7. Choose the location where you are available from the drop down menu.
8. Select which type of appointment(s) for which you are available in Services.
9. If it applies, you can add a URL or phone number for virtual appointments.
10. Select the number of students per appointment.
11. Click the Save button.

Repeat this process until all of your availabilities have been defined. You can have as much availability as you need!

**Tip:** Use the Special Instructions to Students box to include personalized information such as office number and/or directions. If you want different messaging depending on the type of appointment a student selects, you will have to set up a separate line of availability.