



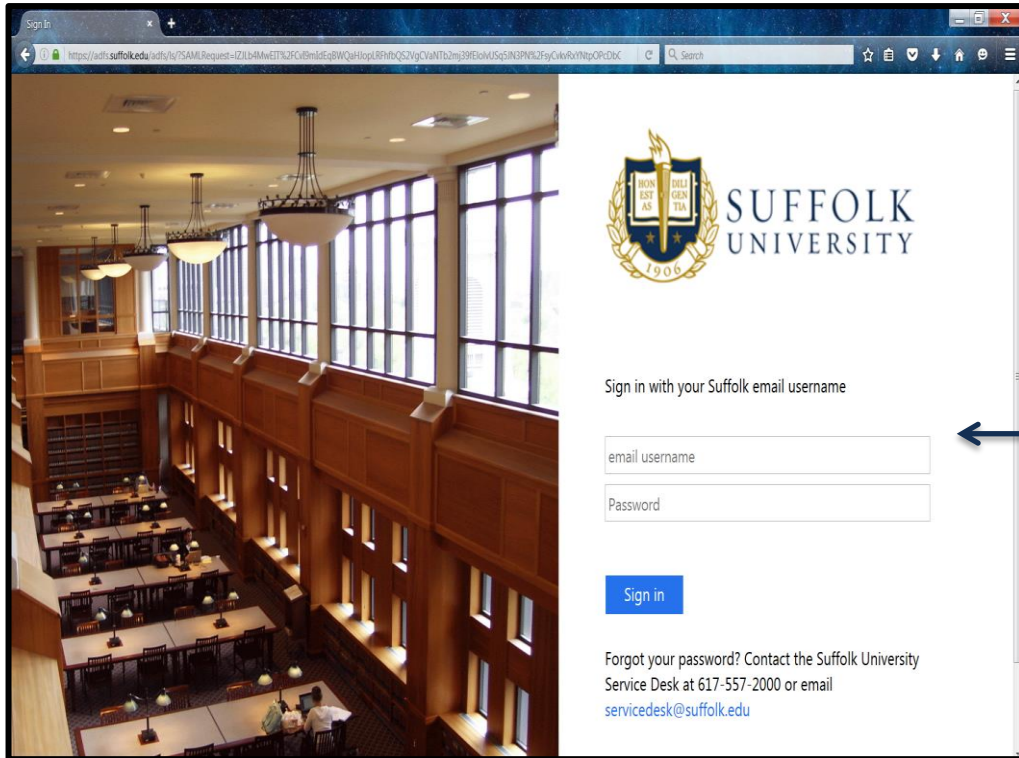
SUFFOLK  
UNIVERSITY  
BOSTON

# Setting up Availability SSC CAMPUS

Division of Student Success



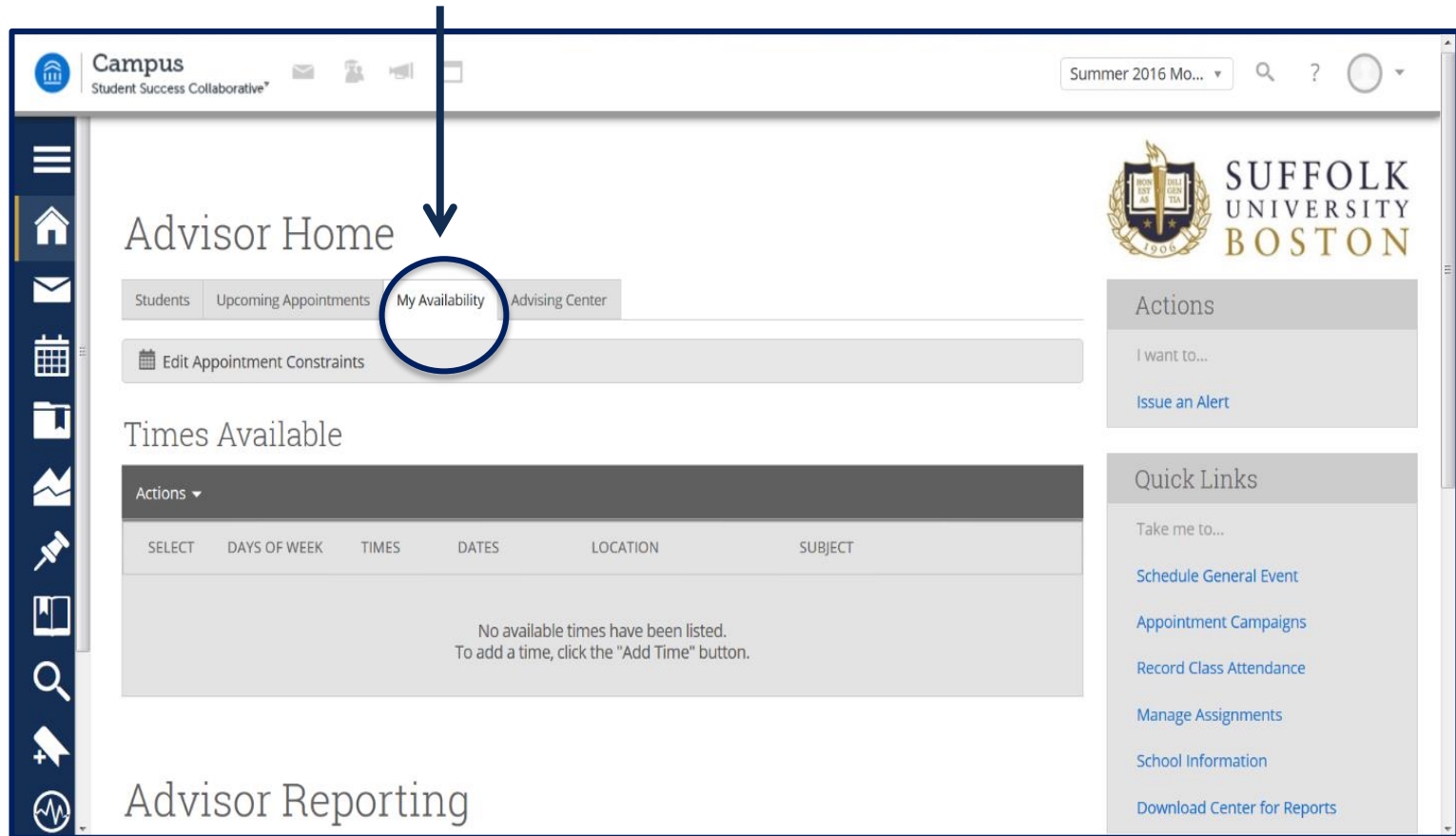
# Go to - <https://suffolk-campus.eab.com>



Enter your Suffolk Username  
and Password  
(Same as your Suffolk email without  
*@suffolk.edu*)



# Click on the My Availability Tab



The screenshot displays the 'Adviser Home' page in the Campus Student Success Collaborative system. The page features a navigation bar with tabs for 'Students', 'Upcoming Appointments', 'My Availability', and 'Advising Center'. The 'My Availability' tab is circled in blue, and a blue arrow points to it from above. Below the navigation bar, there is a section for 'Times Available' which contains a table with columns for 'SELECT', 'DAYS OF WEEK', 'TIMES', 'DATES', 'LOCATION', and 'SUBJECT'. The table is currently empty, with a message stating 'No available times have been listed. To add a time, click the "Add Time" button.' To the right of the main content area, there are two sidebars: 'Actions' with a link for 'Issue an Alert' and 'Quick Links' with several links including 'Schedule General Event', 'Appointment Campaigns', 'Record Class Attendance', 'Manage Assignments', 'School Information', and 'Download Center for Reports'. The top of the page shows the 'Campus Student Success Collaborative' logo and the current semester 'Summer 2016 Mo...'.

# Edit the Appointment Constraints

Set how many hours in advance a student can book an appointment

Adjust the default appointment length

Keep the “Require available times for students” checked

Keep the “Require available times for students” checked

Advisor Home

Students | Upcoming Appointments | My Availability | Advising Center

### Student Appointment Constraints

Hours in advance:?

Default Appointment Length:?

Require available times for students?

[Update Constraints](#)

[Hide Constraints](#)

# Add time

The screenshot displays the 'Advisor Home' interface. At the top, there are navigation tabs: 'Students', 'Upcoming Appointments', 'My Availability', and 'Advising Center'. Below these is a button labeled 'Edit Appointment Constraints'. The main section is titled 'Times Available' and features a table with columns for 'DAYS OF WEEK', 'TIMES', 'DATES', 'LOCATION', and 'SUBJECT'. An 'Actions' dropdown menu is open, showing three options: 'Add Time', 'Copy Time', and 'Delete Time'. The table is currently empty, with a message stating: 'No available times have been listed. To add a time, click the "Add Time" button.'

From the Actions drop down, select **“Add Time”** to create availability



# Add Availability

**ADD AVAILABILITY**

I'm available on

Mon Tue Wed Thu Fri Sat Sun

8:00a - 5:00p

for Drop-ins Appointments Campaigns

Duration

Location

Select Location to select Student Services

Details

Cancel Save

**AVAILABILITY**

I'm available on

Mon Tue **Wed** Thu Fri Sat Sun

10:00a - 1:00p

for Drop-ins **Appointments** Campaigns

A Range of Dates

Starting on 08/15/2016 Ending on 08/19/2016

Division of Student Success

AIM to Coaching x Mandated Coaching x

Details

Cancel Save

Select Day/s

Adjust the time

Select what you're available for: Appointment or drop-in

Select Duration: A range of dates, the whole semester, or forever

Select Location: Division of Student Success

Select the type of Services/Reasons: Only select those that apply to you (If you don't select any reasons, the default will give you every reason.)

**CLICK ON SAVE**

# View your Availability

The screenshot shows the 'Advisor Home' interface. At the top, there's a navigation bar with 'Campus Student Success Collaborative' and a dropdown menu set to 'Summer 2016 Mo...'. Below this, the page title 'Advisor Home' is displayed. A horizontal menu contains 'Students', 'Upcoming Appointments', 'My Availability' (which is selected), and 'Advising Center'. A button labeled 'Edit Appointment Constraints' is visible. The main content area is titled 'Times Available' and features a table with columns for 'SELECT', 'DAYS OF WEEK', 'TIMES', 'DATES', 'LOCATION', and 'SUBJECT'. A single row is shown with a radio button, 'Mon, Wed, Fri', '10:00a-1:00p', 'August 15, 2016 to August 19, 2016', 'Division of Student Success', and 'AIM to Coaching, Mandated Coaching For Appointments'. To the right of the table, there are 'Actions' and 'Quick Links' sections. The 'Actions' section includes 'I want to...' and 'Issue an Alert'. The 'Quick Links' section includes 'Take me to...', 'Schedule General Event', and 'Appointment Campaigns'. The Suffolk University Boston logo is in the top right corner.

SELECT	DAYS OF WEEK	TIMES	DATES	LOCATION	SUBJECT
<input type="radio"/>	Mon, Wed, Fri	10:00a-1:00p	August 15, 2016 to August 19, 2016	Division of Student Success	AIM to Coaching, Mandated Coaching For Appointments

You will see that you have entered availability for a specific day/s, an entire week or the entire semester depending on how you set it up.