

Creating Availability



Navigate webpage: <https://suffolk-campus.eab.com>



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at 617-557-2000 or email servicedesk@suffolk.edu

Enter your Suffolk username
and password
(same as your Suffolk email *without*
@suffolk.edu)

Click on the **My Availability** tab

The screenshot shows the 'Staff Home' interface. On the left is a dark blue sidebar with icons for Home, Mail, Calendar, Bookmarks, Line Graph, Pushpin, Search, Location, and Health. The main content area has a header 'Staff Home' with a dropdown arrow. Below it is a navigation bar with four tabs: 'Students', 'Upcoming Appointments', 'My Availability' (highlighted with a red box), and 'Appointment Queues'. Under the 'My Availability' tab, there is a sub-tab 'My Availability' and a heading 'My Assigned Students for Spring 2019' with a dropdown arrow. Below this is a table with a dark header 'Actions' and a sub-header 'ALL'. The table has columns for 'STUDENT NAME', 'ID', 'WATCH LIST', and 'CUMULATIVE GPA'. The table body contains five rows, each with a checkbox and the number 1 through 5. A large blue rectangular area obscures the student names and other details in the table rows.

Staff Home ▾

Students Upcoming Appointments **My Availability** Appointment Queues

My Assigned Students for Spring 2019 ▾

Actions ▾			
<input type="checkbox"/> ALL	STUDENT NAME ▾	ID	WATCH LIST ⚡ CUMULATIVE GPA ⚡
<input type="checkbox"/>	1		
<input type="checkbox"/>	2		
<input type="checkbox"/>	3		
<input type="checkbox"/>	4		
<input type="checkbox"/>	5		

https://suffolk.campus.eab.com/#availabilities_tab

Add Time

The screenshot shows the 'Campus Student Success Collaborative' interface. The main content area is titled 'Staff Home' and includes tabs for 'Students', 'Upcoming Appointments', 'My Availability', and 'Appointment Queues'. Below these is a section for 'Available Times' with an information icon. An 'Actions' dropdown menu is open, showing options: 'Add Time', 'Copy Time', and 'Delete Time'. A yellow box on the left contains the text 'From the Actions drop down, select "Add Time" to create availability', with a yellow arrow pointing to the 'Add Time' option in the dropdown.

Campus
Student Success Collaborative

Staff Home

Students Upcoming Appointments My Availability Appointment Queues

Available Times ⓘ

Actions ▾

- Add Time
- Copy Time
- Delete Time

	TIMES	DATES	LOCATION	PURPOSE	CARE UNIT

From the Actions drop down, select "Add Time" to create availability

ADD AVAILABILITY

Select Day(s) →

Adjust Time →

Care Unit: Select **Advising Services** →

Location: Select **[Faculty Location]** →

Services: Only your location specific services/ reasons should come up. Select those that apply to you

ADD AVAILABILITY

When are you available to meet?

Mon Tue Wed Thu Fri Sat Sun

From 8:00am To 5:00pm

How long is this availability active?
Please select a duration

What type of availability is this?
Appointments Drop-ins Campaigns

Care Unit
Please select a care unit

Location
Please select a location

Services
Please select services

Special Instructions for Student
e.g. room 23, please bring paper

Cancel Save

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

← **Select Availability Type:** **Appointments or Drop-Ins**

← **Special Instructions:** You can add instructions/notes for your students (i.e., please bring a copy of your program evaluation to the meeting)

CLICK **SAVE** ONCE YOU HAVE ENTERED ALL INFORMATION

View your Availability

Staff Home ▾

Students

Upcoming Appointments

My Availability

Appointment Queues

Available Times ⓘ

Actions ▾						
SELECT	DAYS OF WEEK	TIMES	DATES	LOCATION	PURPOSE	CARE UNIT
<input type="radio"/>	Mon, Tue, Thu	8:00a-5:00p	October 15, 2018 to October 19, 2018	Location and Service(s) selected will show up here		Advising Services Edit

You will see the availability you created for the specific day(s), week, semester.

You can create multiple availabilities based on day(s), times, or types of appointments, if needed