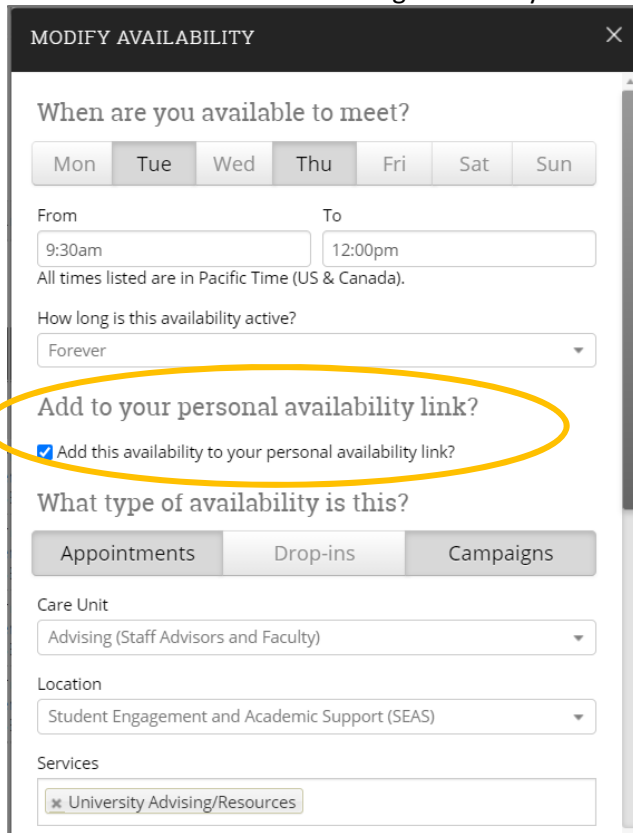


Using Personal Availability Links (PAL)

Personal Availability Links (PAL) are a personalized link that when clicked, links students to the Passport Navigate app to schedule an appointment directly with you! Each PAL is unique to the faculty or staff member, and your link never changes.

You can **include a PAL in an email, email signature, syllabus, Brightspace page or website** to allow for quick and easy student appointment scheduling!

To use your own Personal Availability Link, you will need to have an available time for appointments in your **My Availability** tab, and you must make sure the **Add this availability to your personal availability link** box is checked for an existing availability.



MODIFY AVAILABILITY

When are you available to meet?

Mon Tue **Wed** Thu Fri Sat Sun

From 9:30am To 12:00pm
All times listed are in Pacific Time (US & Canada).

How long is this availability active?
Forever

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

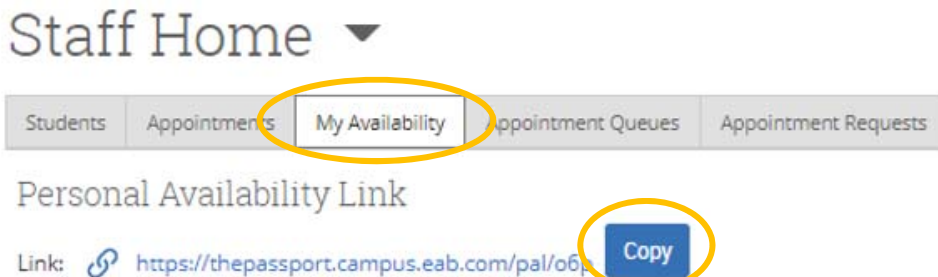
What type of availability is this?
Appointments Drop-ins Campaigns

Care Unit
Advising (Staff Advisors and Faculty)

Location
Student Engagement and Academic Support (SEAS)

Services
x University Advising/Resources

You can find your PAL under your Passport **Staff Home** under the **My Availability** tab.



Staff Home

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

Personal Availability Link

Link: <https://thepassport.campus.eab.com/pal/06> **Copy**

PAL Templates

For email signatures:

Jane Smith
University Advisor

To make an appointment with me, click [HERE!](#) <- hyperlink your PAL here!



For syllabi and Brightspace pages:

Let's stay connected this semester!

Students can contact me via email, phone, or make an appointment with me in The Passport by clicking [here \(hyperlink your PAL here!\)](#). For email and/or phone communication, you can expect me to respond within 48 hours. If you do not hear from me by then, please feel free to send me a follow-up email.