### Setting Up Online Student Appointment Scheduling

**Step 1:** Sync your Exchange calendar with your SSC calendar *if you have not already done so.* (Instructions are attached).

**Step 2:** All advisors should set up and/or edit “My Availability” in SSC. Even if you already did this in the past, there have been changes made to “Location” and “Services” that are unique to your advising unit.

a) Click on “My Availability:

b) Click on Add (to set up for the first time) or Edit (if you previously entered time):

c) Update your “Location” and “Services” to reflect the services you provide in your location. You can enter your specific office address in “Details” if you want your students to come directly to your office.
Tips and Troubleshooting

Tip #1
The services in each advising location begin with an abbreviation – for example:

- SBS – Change of Major
- CNS – General Advising Appointment
- CICS – Dean’s Action

Your services and locations will appear in the Advisor Report when you type in the first few letters of your unit’s abbreviation. For example, typing “sbs” will display a drop-down selection of the SBS Advising Resource Center services. Likewise, typing “sbs” in Location, will display the correct location.

Tip #2: If your advising unit and/or individual advisors have a link in the Student Services Center in SPIRE that leads to an online appointment location (presumably using Appointment Plus), you will need to request that the Registrar’s Office change the link.