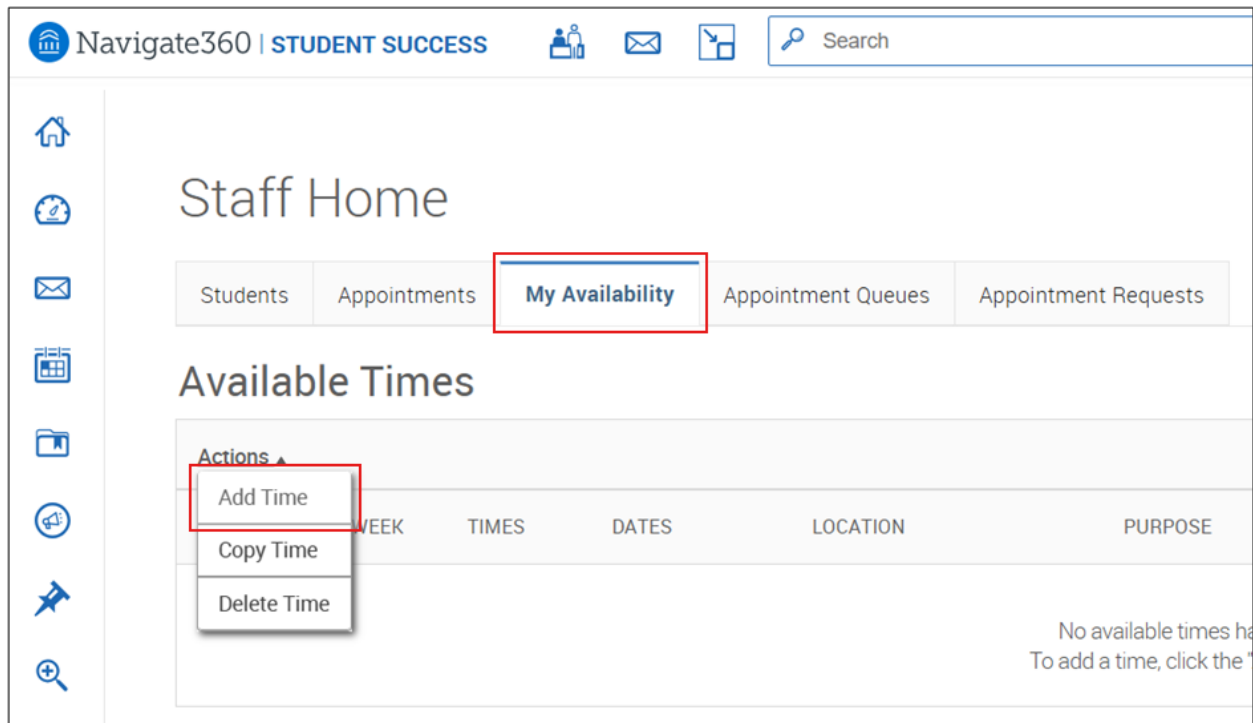


How to Create Availability for Appointments

The instructions below can be followed to set up your availability for students to meet by Appointment only. It is recommended to set up separate blocks of availability if you would like to meet with students via Drop-In hours.

[Log into Pathways](#) and choose the My Availability tab on your Staff Home page. Under Available Times, use the Actions button to Add Time.



In the box that pops up, select the days and times you are available. To set the same availability for the entire term, choose the current term (Default Term) for the length of time to be active.* Then choose the Appointments option. (You'll be able to add additional days and times in a later step.)

**Note: if you choose Forever, then your availability will continue during and in between terms, as well as summer.*

ADD AVAILABILITY

When are you available to meet?

Mon Tue Wed **Thu** Fri Sat Sun

From 8:00am To 5:00pm

All times listed are in Eastern Time (US & Canada).

How long is this availability active?

Please select a duration

Add to your personal availability link?

☐ Add this availability to your personal availability link?

What type of availability is this?

Appointments Drop-ins Campaigns

If you would like to create a link that can be posted on Canvas or that you can send to your students that will direct them to view your drop-in times, select the box to Add to your personal availability link, as seen below:

ADD AVAILABILITY

When are you available to meet?

Mon Tue Wed **Thu** Fri Sat Sun

From 8:00am To 5:00pm

All times listed are in Eastern Time (US & Canada).

How long is this availability active?

Please select a duration

Add to your personal availability link?

☐ Add this availability to your personal availability link?

What type of availability is this?

Appointments Drop-ins Campaigns

Select the type of meeting (In-person and/or Virtual).

ADD AVAILABILITY

What type of availability is this?

Appointments Drop-ins Campaigns

Meeting Type

In-Person

Virtual

Location

Please select a location

Services

Please select services

URL / Phone Number

Special Instructions for Student

B I [Text formatting icons]

e.g. room 23, please bring paper

Cancel Save

Make the appropriate selections from the Care Unit, Location and Services drop-down menus.

ADD AVAILABILITY

What type of availability is this?

Appointments Drop-ins Campaigns

Meeting Type

Please select Meeting Types

Care Unit

Please select a care unit

Location

Please select a location

Services

Please select services

URL / Phone Number

Special Instructions for Student

B I [Text formatting icons]

e.g. room 23, please bring paper

Cancel Save

If you select Virtual meeting type, you can add a URL, such as your Zoom Personal Meeting ID (PMI) or phone number. This information will be sent to the student when they schedule the appointment.

ADD AVAILABILITY

What type of availability is this?

Appointments Drop-ins Campaigns

Meeting Type
Virtual

Care Unit
Please select a care unit

Location
Please select a location

Services
Please select services

URL / Phone Number
https://pitt.zoom.us/j/1111111111

Special Instructions for Student
B I [Rich Text Editor]
e.g. room 23, please bring paper

Cancel Save

Add any Special Instructions you would like the students to see when they are scheduling an appointment. The sample text you see here is included below in the *Tip* section if you would like to copy.

ADD AVAILABILITY

Appointments Drop-ins Campaigns

Meeting Type
Virtual

Care Unit
Please select a care unit

Location
Please select a location

Services
Please select services

URL / Phone Number
https://pitt.zoom.us/j/1111111111

Special Instructions for Student
B I [Rich Text Editor]
If you choose an in-person meeting, we will meet in my office at [YOUR OFFICE LOCATION HERE].
If you choose a virtual meeting, please make sure you are on your computer and signed into my.pitt.edu and use the provided zoom meeting URL.

Cancel Save

Tip: Include special instructions to provide the students with important information.

If you choose an in-person meeting, we will meet in my office at [YOUR OFFICE LOCATION HERE].

If you choose a virtual meeting, please make sure you are on your computer and signed into my.pitt.edu and use the provided zoom meeting URL.

If you would like to have group appointments, you can adjust the Max Number of Students per Appointment, otherwise, leave it at 1 and Click the [Save](#) button.

ADD AVAILABILITY

SERVICES
Please select services

URL / Phone Number
<https://pitt.zoom.us/j/1111111111>

Special Instructions for Student
B I |
If you choose an in-person meeting, we will meet in my office at [YOUR OFFICE LOCATION HERE].
If you choose a virtual meeting, please make sure you are on your computer and signed into my.pitt.edu and use the provided zoom meeting URL.

Will you be meeting with multiple students?
These settings will not be used for kiosk and campaign purposes.
Max Number of Students per Appointment

Cancel **Save**

To add additional availabilities, select the checkbox beside the time you have created, and use the Actions drop-down to Copy this time. You can also use the blue [Edit](#) link to edit a specific block. You can have as much availability as you need.

Staff Home

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

Available Times

Actions ▼

☐	DAYS OF WEEK	TIMES	DATES	LOCATION	PURPOSE	CARE UNIT	PERSONAL LINK	MEETING TYPE
☒	Tue, Thu	8:00am - 5:00pm	Spring Term 2025-2026	Student Success Hub	Academic Coaching (Virtual) For: Appointments	Student Services	No	Virtual Edit

* All times listed are in Eastern Time (US & Canada)

Staff Home ▾

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

Available Times

Actions ▾								
Add Time								
Copy Time	MES	DATES	LOCATION	PURPOSE	CARE UNIT	PERSONAL LINK	MEETING TYPE	
Delete Time	00am - 00pm	Forever	Student Success Hub	Academic Coaching (Virtual) For: Drop-Ins	Student Services	Yes	In-Person	Edit
Add to Personal Link				Academic Coaching (Virtual), SSH				
Remove from Personal Link	00am - 00pm	Forever	Student Success Hub	Academic Success Appointment For: Appointments	Student Services	No	In-Person	Edit