CONNECT

Setting Availability and Managing Advising Appointments
1. Log in to CONNECT using NinerNet credentials.

2. From the Advisor Home screen, click the tab ‘My Availability’.

3. Click ‘Edit Appointment Constraints’. Here, select the hours in advance a student must schedule their appointment, the default appointment length, and check the box to require available times for students.

4. Click the blue, Update Constraints button to save your selections.

5. Click ‘Hide Constraints’ to close the Appointment Constraints window.
6. Click the Add Time button in the Actions Menu.

7. Select the days and times when you are available to meet with students.

8. Select ‘Appointments’ for the appointment availability type.


10. Choose Departmental/Faculty Advising for the Location.

11. Select ‘Advising (Appointment) for the services you can provide to students during this availability.

12. Finally, include any appointment instructions, such as office location, etc. in the Details area.
• On the My Calendar screen, appointments made by students will show as Advising Services (Default) in pink. Hover over the appointment to see additional details.

• Course instructors should see their course times in teal.

• With your Gmail Calendar Two-Way Synched, appointments from your Gmail calendar will show in purple as ‘Busy’ and students will not be able to make appointments at those times.
Upcoming Appointments

• The purpose of this tab is to give the advisor a quick and easy view of all their upcoming appointments. The ‘Actions’ pull down provides the user with the tools needed to manage those upcoming appointments.
Cancel Appointment

- Need to cancel an appointment? Check the appointment and click the Cancel Appointment button within the Actions Menu.

- Clicking the Cancel Appointment button will instantly send out Cancellation emails to all of the attendees alerting them the appointment has been cancelled.

- By default, the Upcoming Appointments grid will NOT show cancelled appointments. Check the Show Cancelled check box to include cancelled appointments in the list of upcoming appointments.