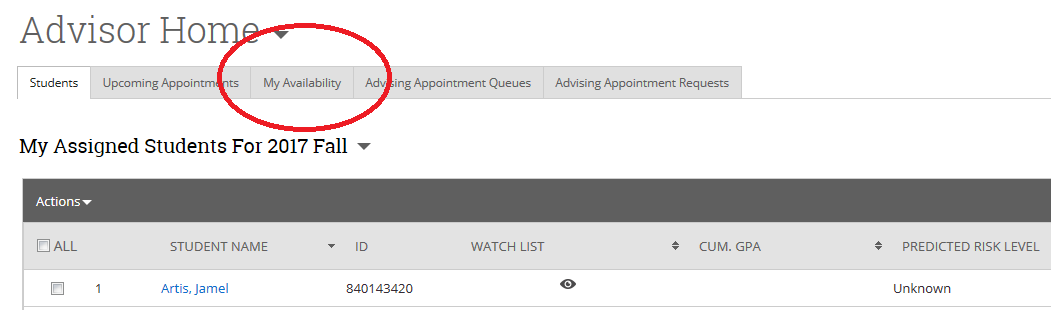
**UNC Pembroke**

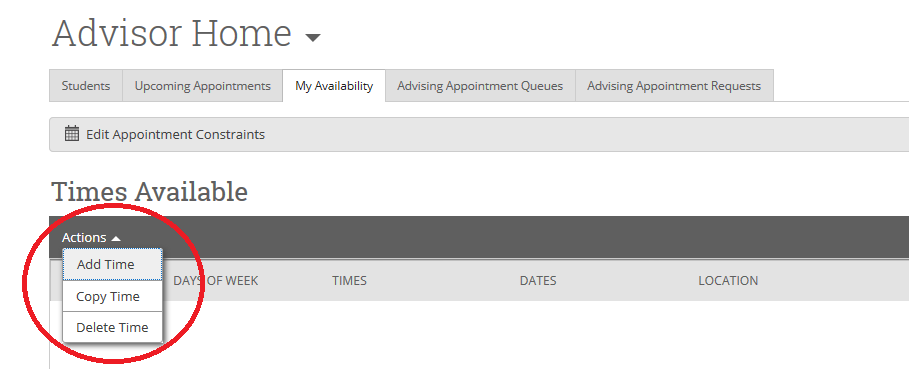
**EAB Student Success Collaborative**

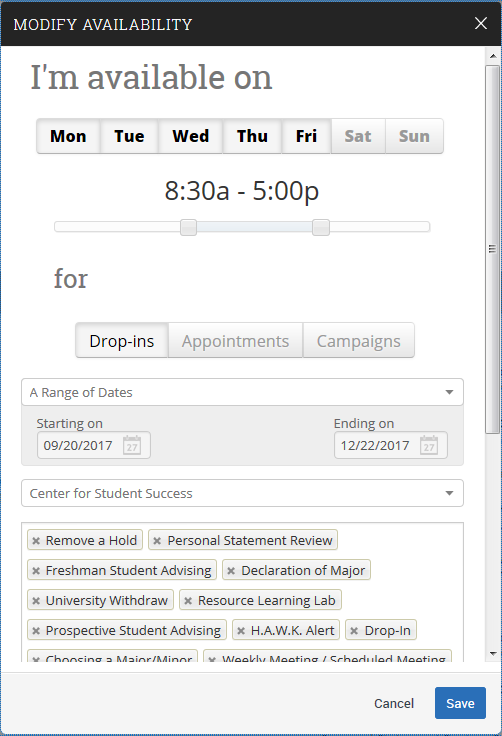
**Center for Student Success**

**Advisor Home**

**“Availability”**

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***Availability***

1. Select Available Days

2. Select Hourly Availability

3. Select ‘Drop-In’, ‘Appointments’ or ‘Campaigns’

4. Select Location

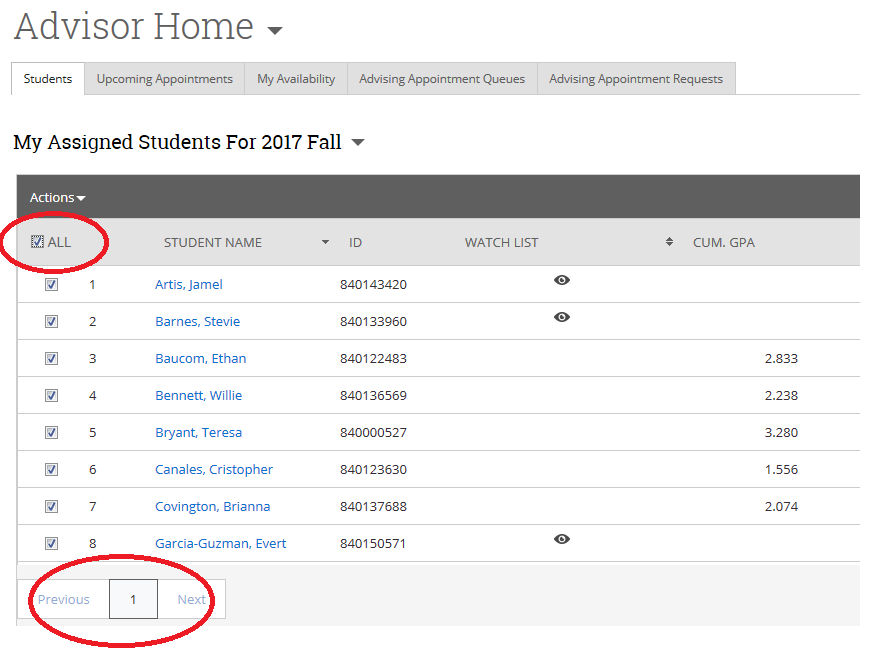
5. Select ‘All’ applicable services

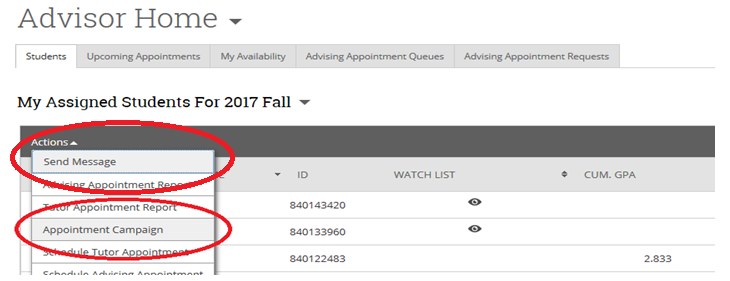
6. ‘Save’

**\*NOTE\*: Once you have created an ‘availability’ (i.e. ‘Drop-In’), you can select ‘Copy Time’ under the ‘Actions’ drop-down to mirror your selections for an alternate appointment type.**

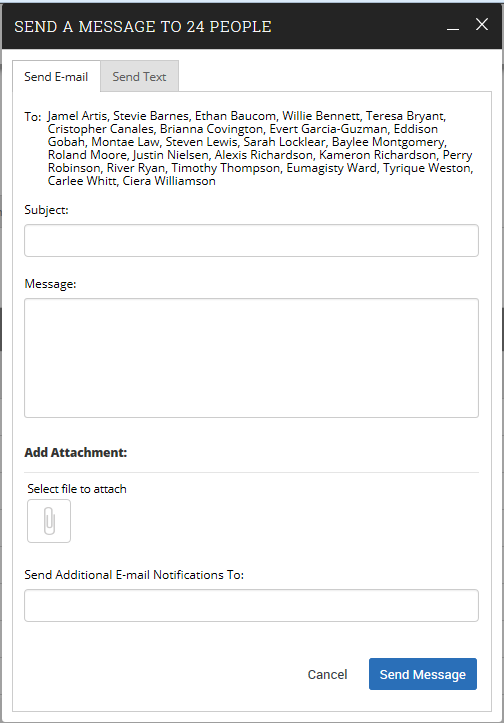
**“Appointments and Appointment Campaigns”**

***1. ‘Select the students you want to message’***

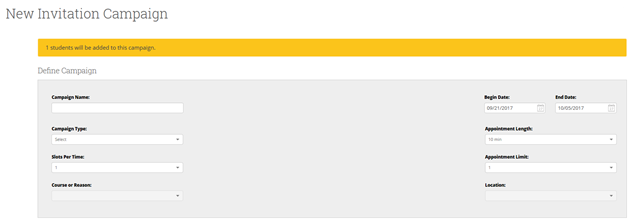


***2. Select message preference***

***A. ‘Send a Message’***



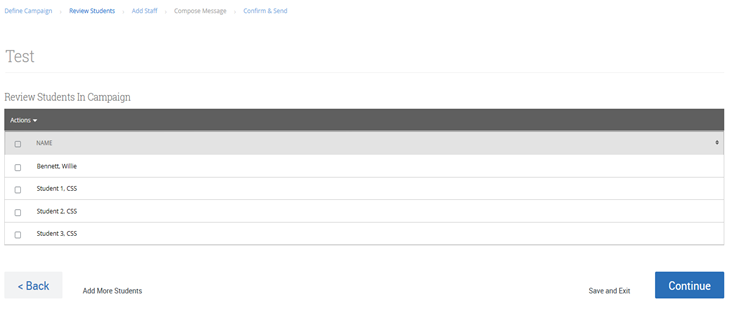
***B. ‘Create Appointment Campaign’***



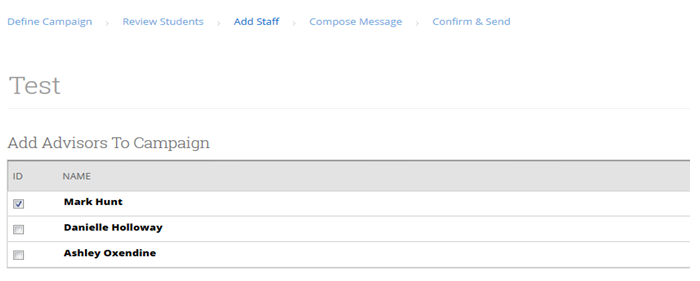
**1. Name your ‘Campaign’**

**2. Select ‘Campaign Type’, ‘Slots Per Time’, ‘Course or Reason’, ‘Begin/End Date’, ‘Appointment Length/Limit’**

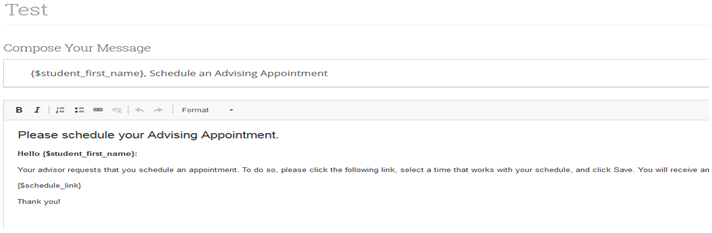
**...Review your Students**



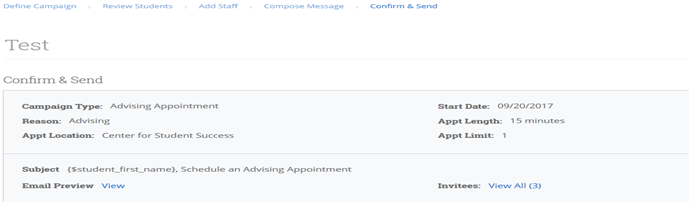
**...Select your Advisors**



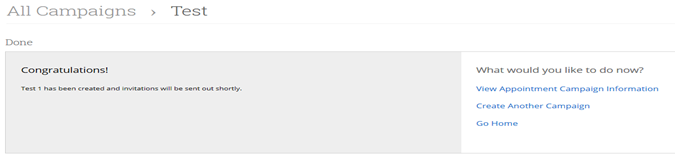
**...Compose your Message or Keep the Preloaded Message**



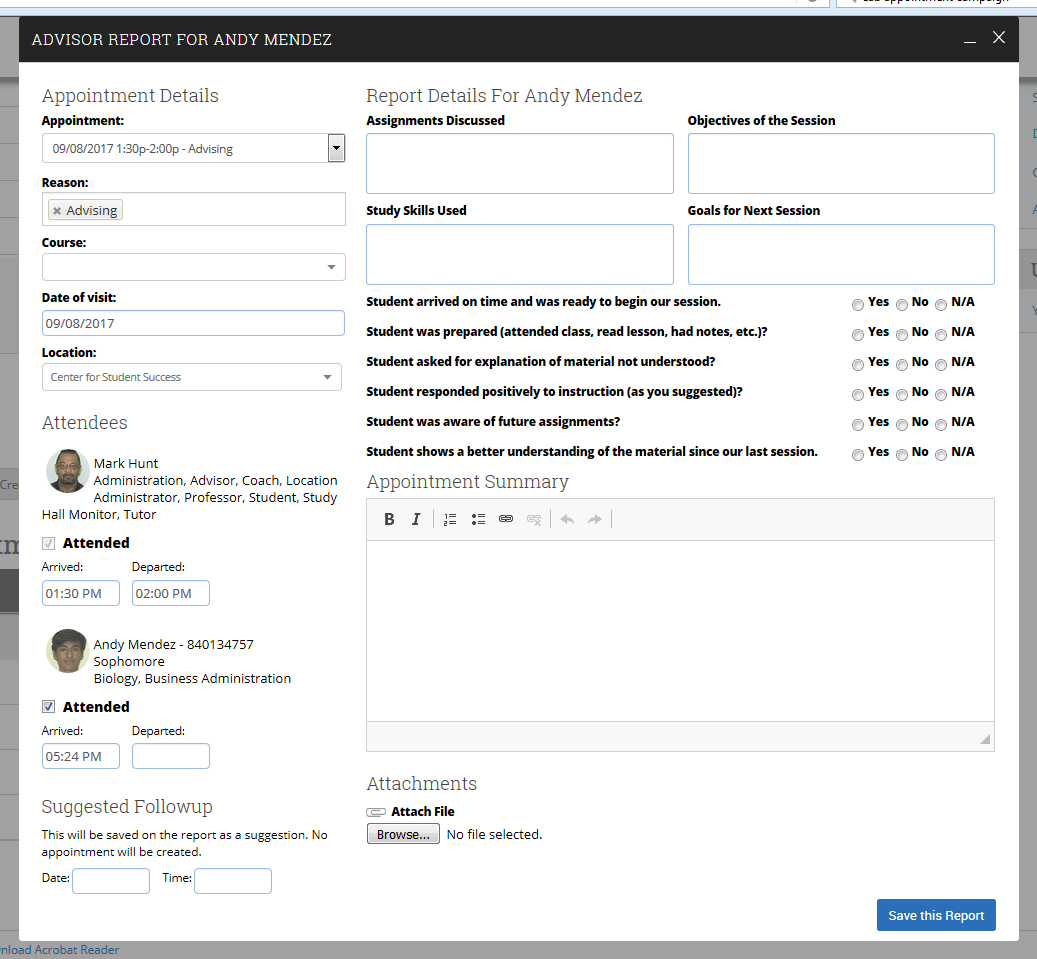
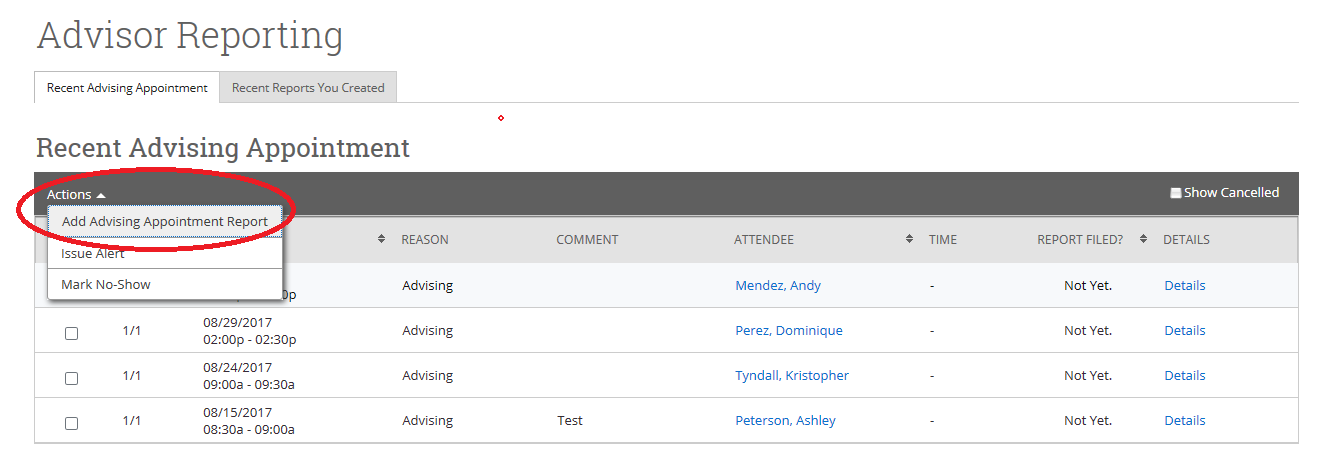
**...Confirm and Send**



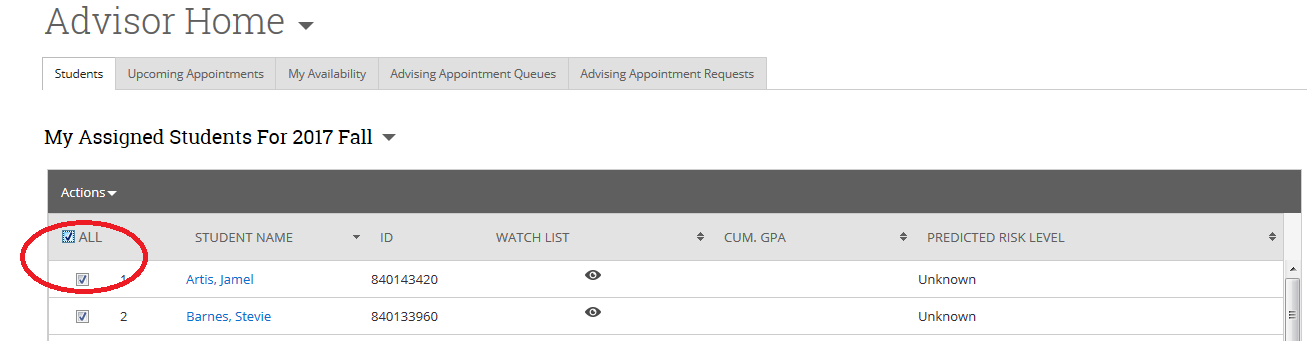
**...Confirmation**



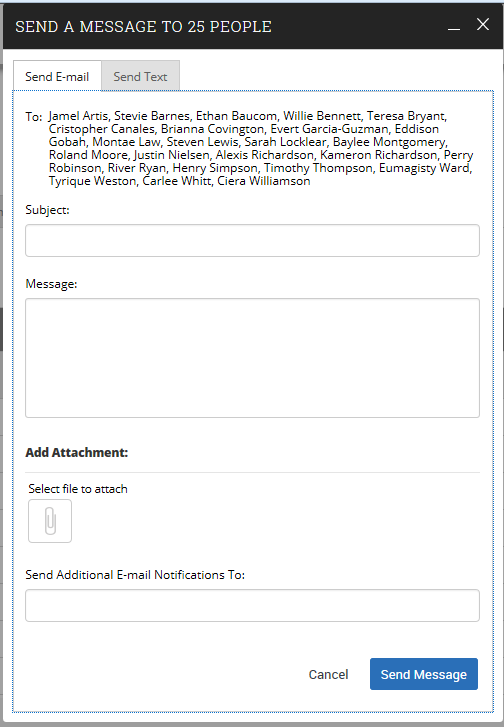
***“Advisor Reports”***



***“Messaging”***







***“Student Profile”***

**Tabs (Advisor Home Screen):**

**Overview (30 Sec. Gut Check)**

**Success Progress**

**History**

**Class Info**

**Major Explorer**

**More: Calendar, Study Hall, Appointments, Conversations**