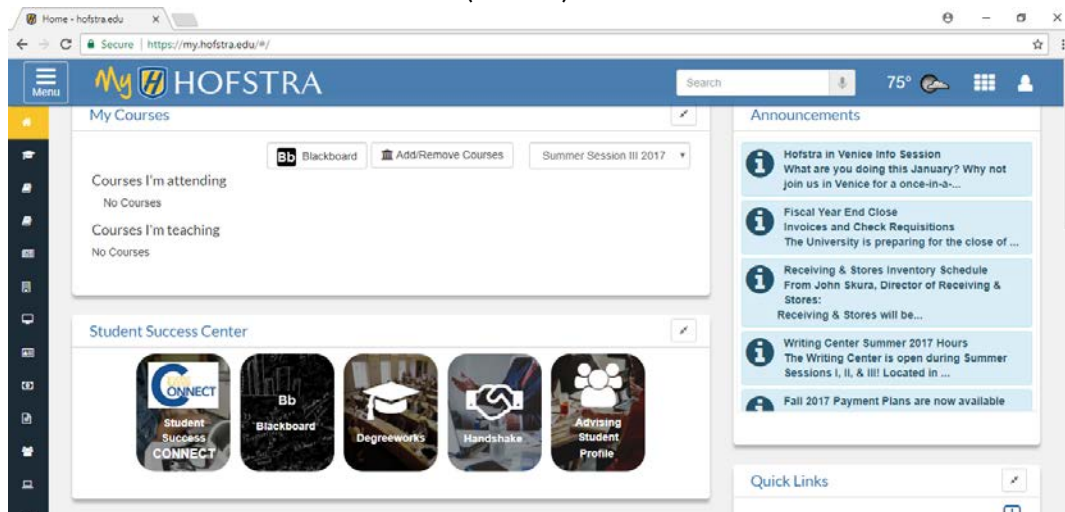
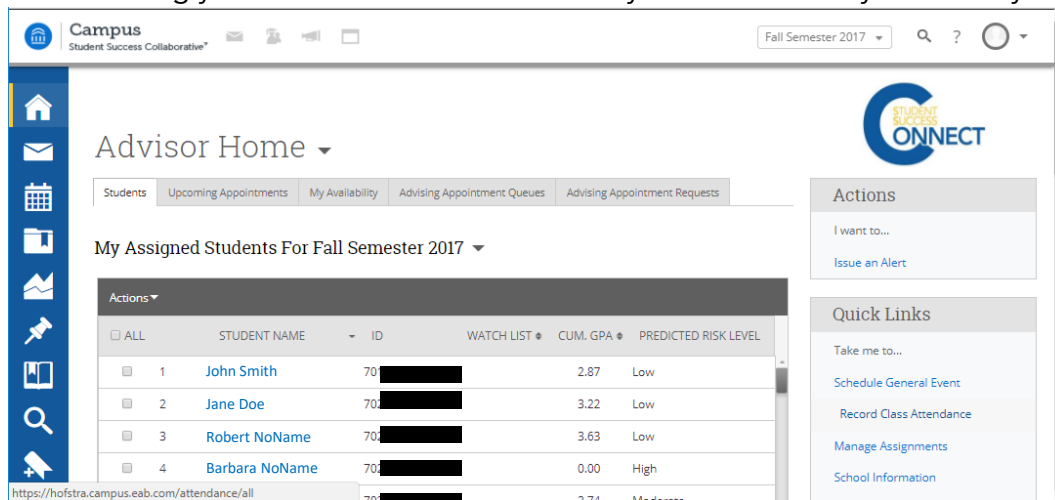


# How to Manage Your Calendar in Student Success CONNECT

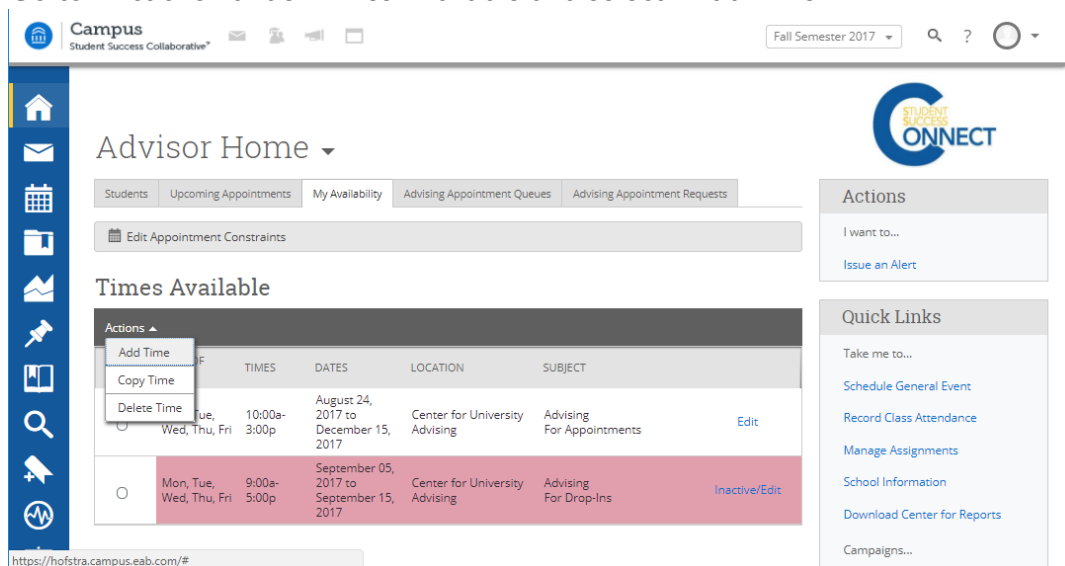
1. Log on to the Hofstra Portal at my.hofstra.edu
2. Go to the Student Success Center (Portlet) and select the CONNECT icon.



3. This will bring you to the Advisor Home where you will select "My Availability"



4. Go to "Actions" under Times Available and select "Add Time"



5. Select the Days, Time Range and Type of Availability you would like to set. For example, you could set Monday through Friday from 9:00a and 4:00p for Appointment times. You could set 4:00p - 5:00p for Drop-Ins.

The screenshot shows a web browser window with the URL <https://hofstra.campus.eab.com/#>. The page is titled "Campus Student Success Collaborative" and shows the "Fall Semester 2017" dropdown. The main content area is titled "Advisor Home" and includes sections for "Students", "Upcoming Appointments", "Edit Appointment Constraints", and "Times Available". The "Times Available" section has a table with columns "SELECT", "DAYS OF WEEK", and "TIMES". The table contains two rows: one for "Mon, Tue, Wed, Thu, Fri" with "10:00a-3:00p" and another for "Mon, Tue, Wed, Thu, Fri" with "9:00a-5:00p". The "9:00a-5:00p" row is highlighted. A modal window titled "ADD AVAILABILITY" is open, showing a form to set availability. The form includes a title "I'm available on", a day selector with "Mon" through "Sun" buttons, a time range selector with "9:00a - 4:00p" and a slider, a "for" selector with "Drop-ins", "Appointments", and "Campaigns" buttons, a "Duration" dropdown, a "Location" dropdown, a "Select Location to select Student Services" text input, and a "Details" text area. The background shows a sidebar with icons and a "CONNECT" logo.

Home - hofstra.edu x Home | SSC Campus x

Secure | <https://hofstra.campus.eab.com/#>

Campus Student Success Collaborative

Fall Semester 2017

Advisor Home

Students Upcoming Appointments

Edit Appointment Constraints

Times Available

SELECT	DAYS OF WEEK	TIMES
<input type="radio"/>	Mon, Tue, Wed, Thu, Fri	10:00a-3:00p
<input type="radio"/>	Mon, Tue, Wed, Thu, Fri	9:00a-5:00p

Actions

I want to...

Issue an Alert

Quick Links

Take me to...

Schedule General Event

Record Class Attendance

Manage Assignments

School Information

Download Center for Reports

Campaigns...

ADD AVAILABILITY

I'm available on

Mon Tue Wed Thu Fri Sat Sun

9:00a - 4:00p

for Drop-ins Appointments Campaigns

Duration

Location

Select Location to select Student Services

Details