



Setting Up Your Availability for Advising Appointments

Step 1:

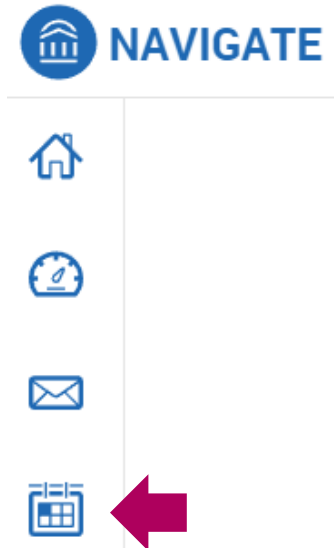
Log into Runner Connect [<https://csub.campus.eab.com>] using your CSUB netID and password.

- **NOTE:** It is recommended to use Chrome as your browser.

****If you have already synced your calendar to Runner Connect, skip to Step 11****

Step 2:

Once logged into Runner Connect, click on the calendar icon located on the left-hand side.



Step 3:

On the right-hand side, click on "Settings and Sync".

My Calendar

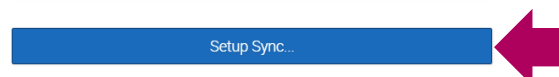
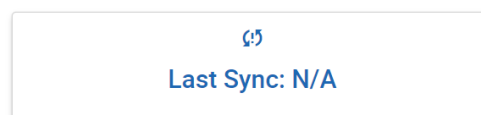
Calendar View List of Calendar Items



Step 4:

In your Calendar Settings, you will see when you last synced your calendar to Runner Connect. If you have not synced your calendar, click on "Setup Sync..."

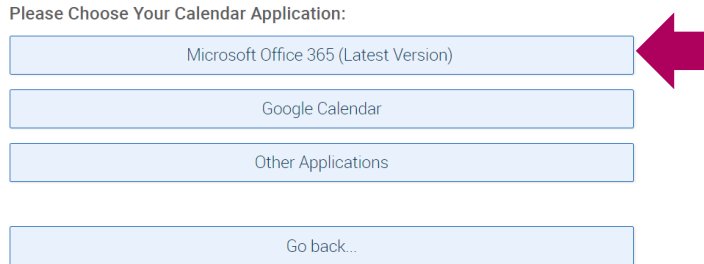
Calendar Settings



Step 5:

In your Calendar Settings: Setup, click on "Microsoft Office 365"

Calendar Settings: Setup

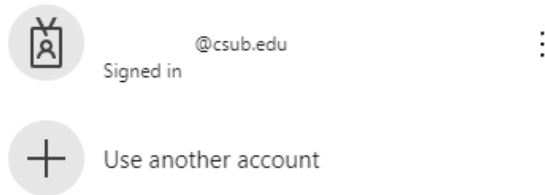


Step 6:

If you are already signed into your CSUB account, click on your account. If you are not signed into your CSUB account, click on "Use another account" and sign in using your CSUB e-mail address and password.



Pick an account



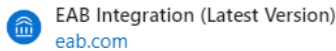
Step 7:

Microsoft will ask you permission to integrate EAB (Runner Connect) to your calendar. Click on "Accept".



@csub.edu

Permissions requested



This application is not published by Microsoft or your organization.

This app would like to:

- ✓ Maintain access to data you have given it access to
- ✓ Sign you in and read your profile
- ✓ Have full access to your calendars


Accepting these permissions means that you allow this app to use your data as specified in their [terms of service](#) and [privacy statement](#). You can change these permissions at <https://myapps.microsoft.com>. [Show details](#)

Does this app look suspicious? [Report it here](#)



Step 8:

You will automatically be taken back to your Runner Connect Calendar Settings. You can either refresh your page or repeat Step 2 and Step 3.



It may take up to 30 minutes to upgrade your calendar to the latest Office 365 Sync.


[Retry Upgrade...](#)

[Disconnect Sync...](#)

Step 9:

Once you see that your sync is successful, you will be able to set up your availability.

Microsoft Office 365 (Latest Version)
@csub.edu



Last Sync: 09/04/2023 At 09:40 AM

[Retry Sync...](#)

[Disconnect Sync...](#)

Step 10:

Click on the home icon located on the left-hand side.



Step 11:

You will need to define the days and times you will be available to meet with students. On your home page, click on your "My Availability" tab.

- **NOTE:** You can view different home pages by clicking on the down arrow next to the home page names. For example: Staff Home, Professor Home, Student Home

Staff Home



Navigation menu with tabs: Students, Appointments, My Availability, Appointment Queues, Appointment Requests.

Available Times

Actions dropdown menu

<input type="checkbox"/>	DAYS OF WEEK	TIMES	DATES	LOCATION	PURPOSE	CARE UNIT	PERSONAL LINK	MEETING TYPE
No available times have been listed. To add a time, click the "Add Time" button.								

Step 12:

Under available times, click on "Actions" and then "Add Time".

Available Times

Actions dropdown menu with options: Add Time, Copy Time, Delete Time. A red arrow points to the "Add Time" option.

Step 13:

An add availability pop-up box will show. Select the days and times you want students to schedule their appointment with you.

When are you available to meet?

Day selection buttons: Mon, Tue, Wed, Thu, Fri, Sat, Sun.

From: 1:00pm To: 4:00pm

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

Step 14:

Select how long your availability will be active for. You can select between availability ranges or by terms.

How long is this availability active?

A dropdown menu with the placeholder text "Please select a duration". The menu is open, showing two sections: "Availability Ranges" with options "Forever" and "A Range of Dates", and "Terms" with options "Fall 2023 (Default Term)", "Winter Session 2024", "Spring 2024", and "Summer 2024".

Step 15:

If you want to add the appointment availability to your personal availability link (PAL), check the box.

- **NOTE:** Your PAL makes it easier for students to make an appointment with you. When students click on your PAL, they are taken straight to your availability to make an appointment. They do not have to go through the normal workflow of making an appointment.

Add to your personal availability link?



Add this availability to your personal availability link?

Step 16:

Select what your availability will consist of. You can choose more than one.

- **Appointments:** Students can make an appointment through Runner Connect.
- **Drop-ins:** Students will see when they are able to drop-in at your office (only if your location allows).
- **Campaigns:** Students can make an appointment through proactive outreach e-mail communication. A campaign must be created for students to make an appointment.

What type of availability is this?

Three buttons are displayed horizontally: "Appointments", "Drop-ins", and "Campaigns".

Step 17:

Select what meeting type you want to see students with. You can choose more than one.

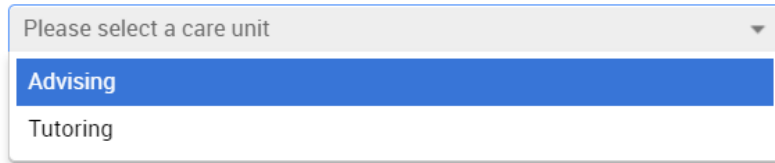
Meeting Type

A dropdown menu with the placeholder text "Meeting Type". The menu is open, showing three options: "In Person/On Campus Meeting" (highlighted in blue), "Phone Meeting", and "Virtual/Online Meeting".

Step 18:

Select Advising.

Care Unit



Please select a care unit

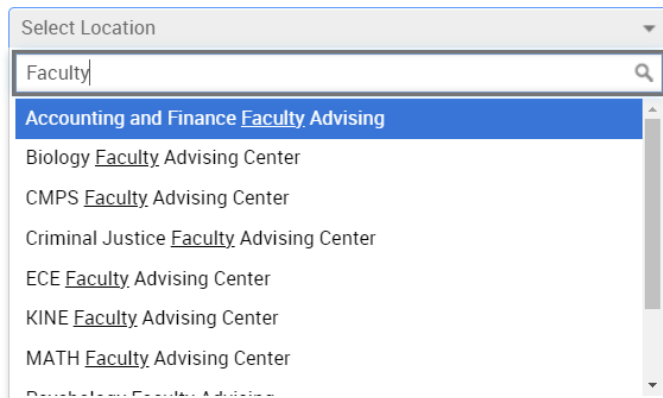
- Advising
- Tutoring

Step 19:

Select your location.

- NOTE:** If your location does not exist, please reach out to CSUB's Runner Connect Administrator.

Location

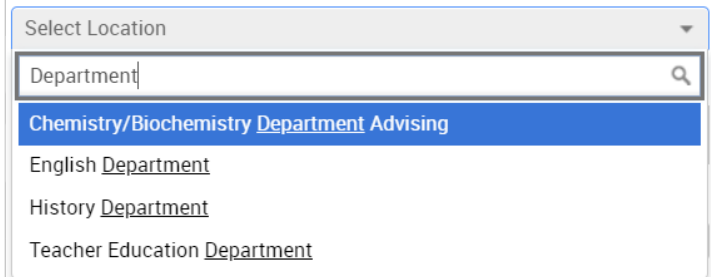


Select Location

Faculty

- Accounting and Finance Faculty Advising
- Biology Faculty Advising Center
- CMPS Faculty Advising Center
- Criminal Justice Faculty Advising Center
- ECE Faculty Advising Center
- KINE Faculty Advising Center
- MATH Faculty Advising Center
- Psychology Faculty Advising Center

Location



Select Location

Department

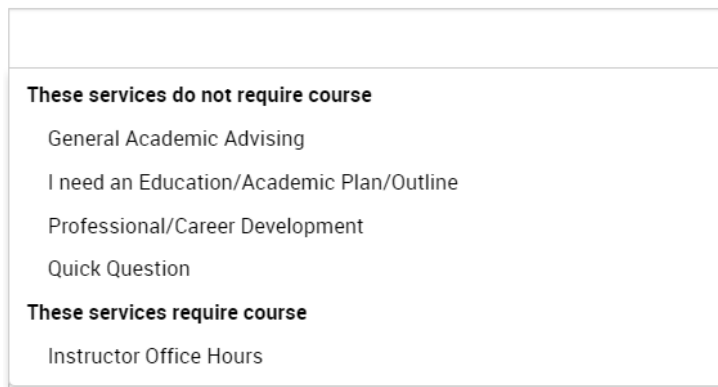
- Chemistry/Biochemistry Department Advising
- English Department
- History Department
- Teacher Education Department

Step 20:

Select the services you want to offer. You can choose more than one.

- NOTE:** Different locations have different services. Your location administrator has preset services that can be added and/or removed.

Services



These services do not require course

- General Academic Advising
- I need an Education/Academic Plan/Outline
- Professional/Career Development
- Quick Question

These services require course

- Instructor Office Hours

Step 21:

Complete the special instructions for the students.

- **NOTE:** View examples of special instructions.

URL / Phone Number

Special Instructions for Student

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e.g. room 23, please bring paper

Step 22:

Double check the number of students per appointment.

- **NOTE 1:** If you only want 1 student per appointment, no changes need to be made.
- **NOTE 2:** If you lead group advising appointments, you can change the number to the maximum amount of students you allow per appointment.

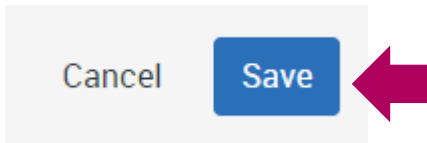
Will you be meeting with multiple students?

These settings will not be used for kiosk and campaign purposes.

Max Number of Students per Appointment

Step 22:

Click on "Save".



Quick Tips:

- You can view all your Available Times in your My Availability tab.
- You can add additional availabilities with different days, times, services, and meeting types by clicking on "Actions" and then clicking on "Add Time".
- Reduce the amount time completing each availability by using "Copy Time" under "Actions". Then under your Available Times, click on "Edit".