Personal Availability

With the 2021 Spring Release, EAB has added a new option to availability for Personal Availability. This works similarly to your WebEx personal meeting room. The link it generates is a private link that is not available unless you share it.

Creating Personal availability is easy. You can link any availability you’ve already created by going to Actions -> Add to Personal Link.

Alternatively, you can also add new availability to your link by creating new availability from scratch.
Your Personal Availability Link can be found at the bottom of your My Availability page. This link is a direct link to your EAB calendar for students to schedule with. It can include 1 or multiple of your active availabilities.

Staff Home

Available Times

<table>
<thead>
<tr>
<th>Actions ▼</th>
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</thead>
<tbody>
<tr>
<td>□ DAYS OF WEEK</td>
</tr>
<tr>
<td>□ Mon, Wed, Fri</td>
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Personal Availability Link

Link:  
https://cyclones-training.gradesfirst.com/pal/ylp6-1pcCc

Copy
Personal Availability FAQs

Who can use personal availability links?

Anyone can click the link, but the personal availability still respects the rules set up in EAB. For example, a Geology student clicking the availability for a Geology advisor would be able to schedule the appointment without any difficulty. When creating personal availability you need to keep in mind which services are available to which students. If you have any questions, please direct them to eabquestions@iastate.edu.

How many availabilities can be tied to my Personal Availability Link?

There are no limits on availability being tied to your Personal Link.

Can anyone see my availability?

No. Availability Links can only be used by someone who has the link and are not publicly available unless published somewhere. Students and other staff have no way to see your personal availability without you distributing it.

What if I want to turn off my personal link?

You can remove your personal availability in your availability Actions menu as seen in the first step.

How can I use personal availability?

There are several options here. The easiest is to add your personal availability to your email signature. However, there are some other options available too. For example, if your department has a contact website, you can add the link to your bio.