Personal Availability Links

Personal Availability Links (PALs) are an additional tool used for scheduling. PALs act as a shortcut to a staff member's appointment availability. Each PAL is unique to a staff member and it will not change over time.

When a student clicks on a PAL, they are taken directly to the New Appointment page in student scheduling. The Care Unit (Academic Advising, Academic Support/Coaching, etc.) and Services are pre-populated based on the staff member's set availability.

Note: If the staff member has more than one service available, the student will need to select one from the Services drop-down list.

New Appointment

What can we help you find?

Below, you will find available options for scheduling an appointment. If you cannot find something that you are looking for, try the other appointment options to see available options for dropping in or requesting an appointment.

*What type of appointment would you like to schedule?

X [Academic Advising X] ⌄

*Service

X [Drop/Add Classes X] ⌄

Pick a Date ⓘ

Tuesday, June 1st 2021 ⌄

Find Available Time

Adding Availability to your Personal Availability Link (PAL)

- Login in to BoilerConnect at *purdue.campus.eab.com*.

- From your **Staff Home** page, click the **My Availability** tab. You should see a table of existing availabilities, if any, and your Personal Availability Link (PAL).

- To edit an existing availability, click the **Edit** link next to the entry you want to change. Please note: editing an existing availability DOES NOT edit or change already scheduled appointments.

- The **Modify Availability** box will open. If you want this specific availability added to your PAL, check the box next to **Add this availability to your personal availability link?**

Frequently Asked Questions (FAQs)

Q: Can I add more than one of my availabilities to my Personal Availability Link (PAL)?
A: Yes. You can add an unlimited number of availabilities to your Personal Availability Link (PAL).

Q: Can students who are not assigned to me use my Personal Availability Link (PAL) to schedule an appointment with me?
A: If students who are not assigned to you cannot normally schedule by logging into BoilerConnect and clicking the Make an Appointment button, they will not be able to schedule with you using your Personal Availability Link (PAL).

Q: Can I set it so that my availability is ONLY accessible from my Personal Availability Link (PAL)?
A: No. Personal Availability Links (PALs) act as a shortcut through the student self-scheduling process. At this time, PALs cannot be the only way for a student to schedule an appointment.

Q: If I have one availability set up for Appointments, Drop-ins, and Campaigns and it is attached to my Personal Availability Link (PAL) – do I still need to send out an appointment campaign or can I just send my PAL to students?
A: Personal Availability Links (PALs) will not show Campaign availability. To use the appointment campaign feature, a campaign still needs to be created and sent.

Q: Can I have multiple Personal Availability Links (PALs)?
A: Each staff member can only have one Personal Availability Link (PAL). This is the case even if a staff member has availability in multiple Locations. Students using the PAL for that staff member will see the location(s) availability they meet the requirements for.