Log into SSC using your Denver credentials. ([https://ucdenver.campus.eab.com](https://ucdenver.campus.eab.com))

Your first step should be to **Add Availability**

Times Available

<table>
<thead>
<tr>
<th>Actions</th>
<th>SELECT</th>
<th>DAYS OF WEEK</th>
<th>TIMES</th>
<th>DATES</th>
<th>LOCATION</th>
<th>SUBJECT</th>
</tr>
</thead>
</table>

No available times have been listed. To add a time, click the "Add Time" button.
Set Up Your Availability

The Student Success Center will be running a Campaign to bring students in for appointments. You must configure your personal availability for when you will be willing to meet with students.

- Start by choosing the days of the week.
- The time range you are available.
- Select **Appointments**.
- The Duration should be for the current term.
- Select your Location
- Select all Services that apply.
- Add in any additional details you want the student to know. An example is listed to the right.
Syncing Your Outlook Calendar

- Select your Calendar from the icon on the left of the screen

- Click Connect with Exchange. Please wait while we connect to your Exchange account and sync your calendars. This may take a few minutes.

- Once your account is enabled and synced, you'll see "Enabled" displayed on the screen.

Note: Events synced are limited to 3 months in the past and 12 months in the future.
Note: You can only sync your calendar with one SSC Campus site at a time, even though you may have access to both the Training and Production versions.
Documenting Interactions

There are two primary forms of documentation in SSC Campus. They are the Advisor Report and the Note.

A Note is like an electronic sticky note. It is information you want to associate with a particular student, but isn’t necessarily a formal documentation of a meeting you had with them. Common examples are name pronunciations, preferred pronouns, forms or other documents, logistical information (ex. student commutes several hours to class), and any other useful information that might be helpful for someone advising the student to know.

To add a Note, select Add a Note on this Student from the box on the right-hand side:

- The text field is where you’ll enter most of your information.
- The Note Reason is set by your institution, and can help with organization of notes for reporting purposes.
- The Visibility allows you to hide this note from other advisors by selecting {your name} Only. Please be aware that even a note with restricted visibility is subject to FERPA regulations.

The Advisor Report is opened by selecting Report on Advising.

- The Appointment Details field is where you will document the Reason you met with the student, what type of appointment, and when & where the appointment occurred.
- The Attendees field is where you will mark when the student arrived and departed. You may also mark the student as a No-Show.
- The Appointment Summary is the text box where you will enter the summary of your meeting with the student.
- The Report Details is customizable by institution, and is not required to complete before saving.
The best practices are the ones that work for you.℠