

## New

### Personal Availability Link

Navigate has created Personal Availability Links (PAL) for staff users. These links are unique to each staff user in Navigate and do not change over time. You can find and manage your personal availability link on the **My Availability** tab on **Staff Home**.

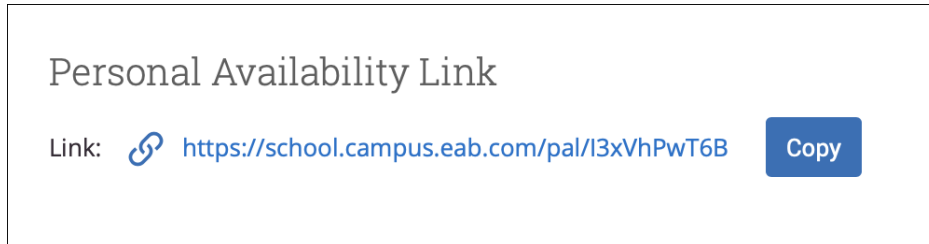


Figure 6. Personal Availability Link

When you include a PAL in a URL field or email and students select the link, they are taken to the **New Appointment** page in student scheduling. If your institution uses Navigate Student, the link redirects to the scheduling page in the student's browser and asks if they want to continue in the browser or open Navigate Student app.

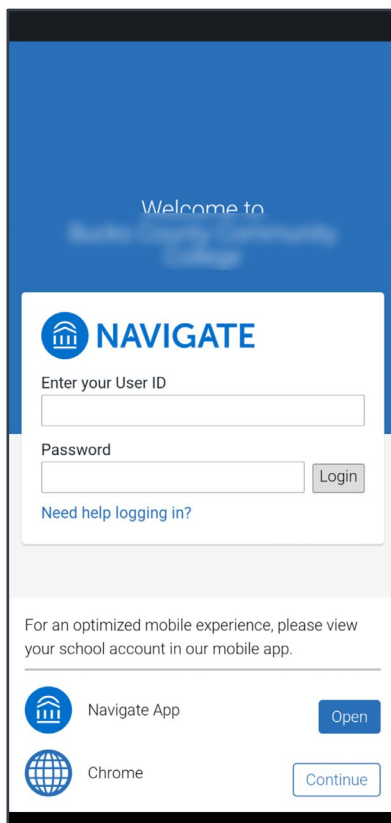


Figure 7. PAL opening Navigate Student on mobile

The staff user and their Care Units and Support Services are pre-selected. Students then see the available times staff have to meet. The student will only see the Care Unit, Services, and Locations and times the staff user has selected to be part of their PAL. All configurations, limitations, and permissions for the availabilities remain in effect.

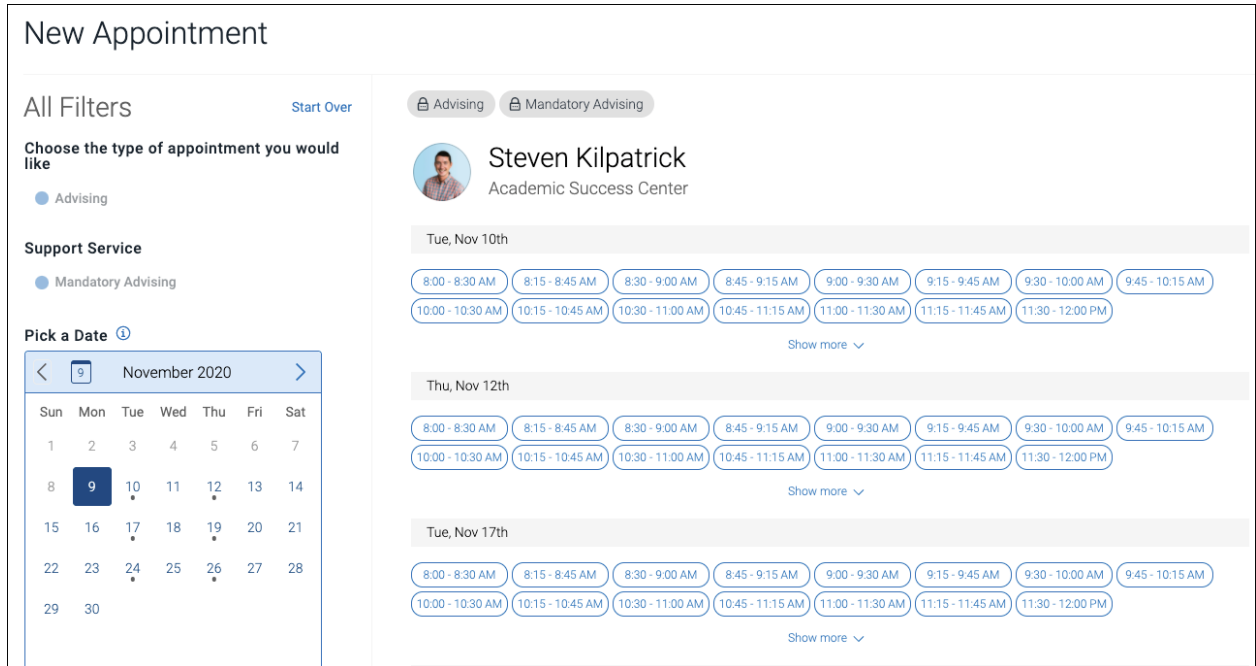


Figure 8. Prefilled New Appointment Page

**Important.** If the user has more than one service available, the student needs to select one from the Support Services menu before they see a page like the one in figure 8. To apply an availability to your Personal Availability Link, you need to check the Add this availability to your personal availability link box when creating or editing an availability.

