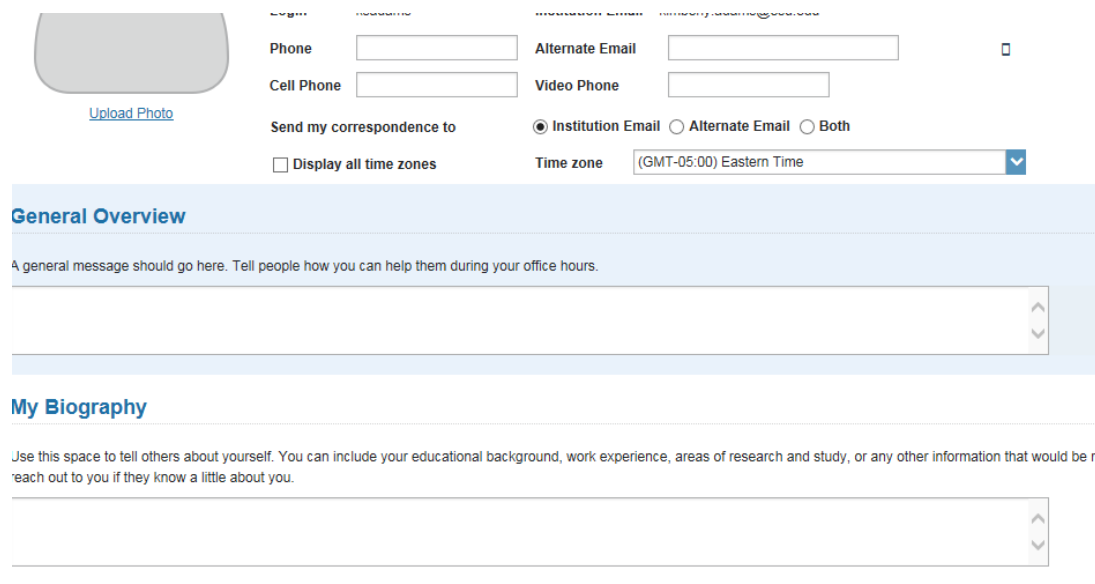


Create a Profile & Appointment Preferences (Faculty and Staff)

The first step to using WARRIORfish is to update your profile with your office hours, contact information, and other details.

Create a Profile

- Once you are in WARRIORfish, go to your profile by clicking on your name in the upper right corner.
- Click on Institutional Profile.
- Now you can update your contact information, add a general message, and add your biography.



The screenshot shows a profile creation form with the following fields and options:

- Phone**: Text input field
- Alternate Email**: Text input field
- Cell Phone**: Text input field
- Video Phone**: Text input field
- Send my correspondence to**: Radio buttons for Institution Email, Alternate Email, and Both
- Display all time zones
- Time zone**: Dropdown menu showing (GMT-05:00) Eastern Time

General Overview

A general message should go here. Tell people how you can help them during your office hours.

My Biography

Use this space to tell others about yourself. You can include your educational background, work experience, areas of research and study, or any other information that would be relevant to you if they know a little about you.

Specify Appointment Preferences

- Select the Appointment Preferences tab.
- Here you can choose to set a minimum appointment length and a threshold for how late a student can make an appointment beforehand.
- You can also enter locations for your meetings under this tab.

Institutional Profile	Appointment Preferences	Email Notifications
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Basics

Please choose your default settings for your office hours blocks. You can change these whenever you add a block of office hours.

Minimum Appointment length ▼

Scheduling deadline:

None

▼ the day before the office hours

▼ the day of the office hours

hour(s) before the office hours

Allow drop-ins after deadline has passed

My Locations

Enter locations for your meetings with students. Meetings can be in an office, online, over the phone, or anywhere else you like.

 Add Location		
Type	Name ▲	Instructions