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.
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.

### 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**

- 15 minutes

**Scheduling deadline**

- None
- 5:00 pm the day before the office hours
- 9:00 am the day of the office hours
- 1 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.

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