

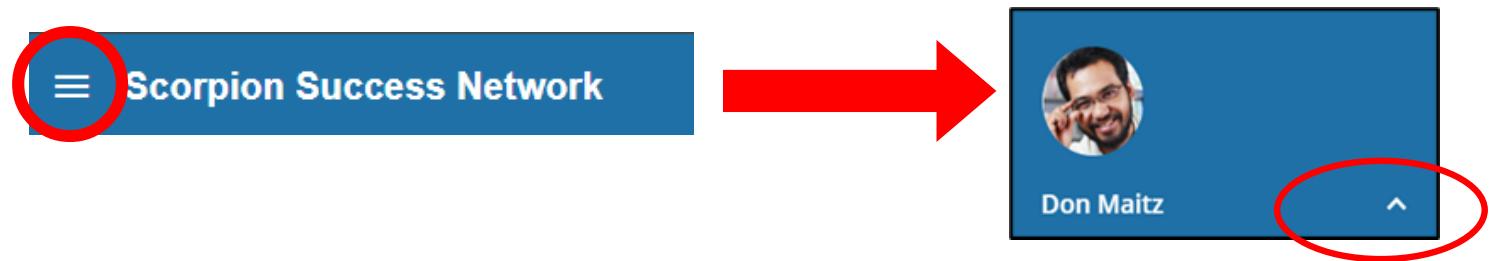


NEVADA STATE UNIVERSITY
ACADEMIC
ADVISING CENTER

Scorpion Success Network Set-Up Office Hours

Step 1: Login to Scorpion Success Network.

Step 2: Click the three lines (menu icon) at the top left of the screen.



Step 3: Click **Institutional Profile**

Step 4: Select your **Default Login Page** (this will be the page that you see when you log into SSN)

Step 5: Indicate your Title (this will be public)

- **Contact Information**
- **Login:** NSHE (will be automatically inputted)
- **Institutional Email:** NSC email (will be automatically inputted)
- **Phone:** Direct line (can be adjusted)
- **Time Zone:** Pacific Time

Step 6: Complete the **General Overview** and **My Biography**, then click submit

Step 7: Select **Appointment Preferences**



1202 High Tech Circle, Henderson, NV 89002



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Appointment Preferences

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: 30 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

Minimum Appointment length: 30 minutes

Scheduling deadline: 5pm the day before the office hours. This is to restrict making appointments after 5pm for the following day.

Step 10: Add your modalities of appointment in the **My Locations** sections

Type: Office

Location Name: Raker Student Success Center

Instructions: NOTE: Please call our office at 702-992-2160, if you need to schedule a phone appointment.

Type: Phone

Location Name: Phone Appointment

Instructions: The advisor will contact you at the phone number provided.

Type: Online

Location Name: Zoom

Instructions: Personalized Zoom Link

Step 11: Add individuals to have access to your calendar through **Calendar Managers**. Once you have added the necessary individuals, click **Submit**.



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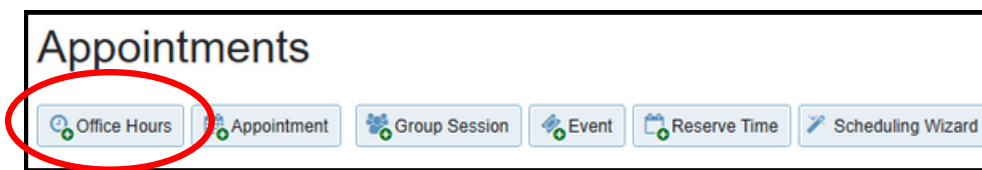


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Step 12: To set-up **Office Hours**, click the three lines (menu icon) and then select **Home**

Step 13: Click **Office Hours**. See example below. Once Office Hours are set click **Submit**.



Title: [Your Name] Office Hours

What day(s): Weekly

Repeats every: 1 week

Select the days of the week: Monday-Friday

What time: 9:00am-4:00pm

Where: Raker Student Success Center

Office Hours Type: Schedule Appointments and Walk-Ins

How long: Minimum 30 minutes; Maximum 1 hour

Instructions: Please arrive five (5) minutes before appointment time

Start/End Date: Select Effective Date/End Date: Never

