

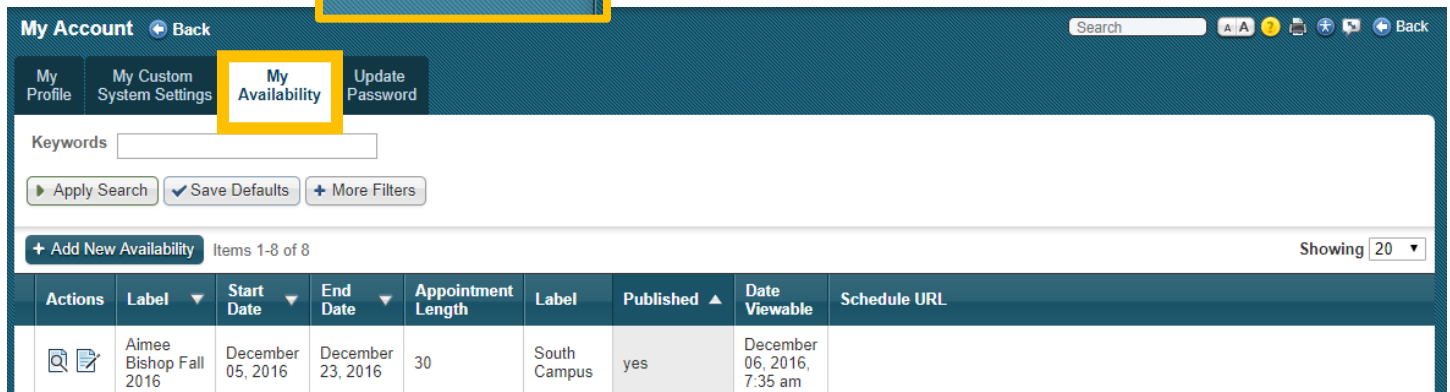
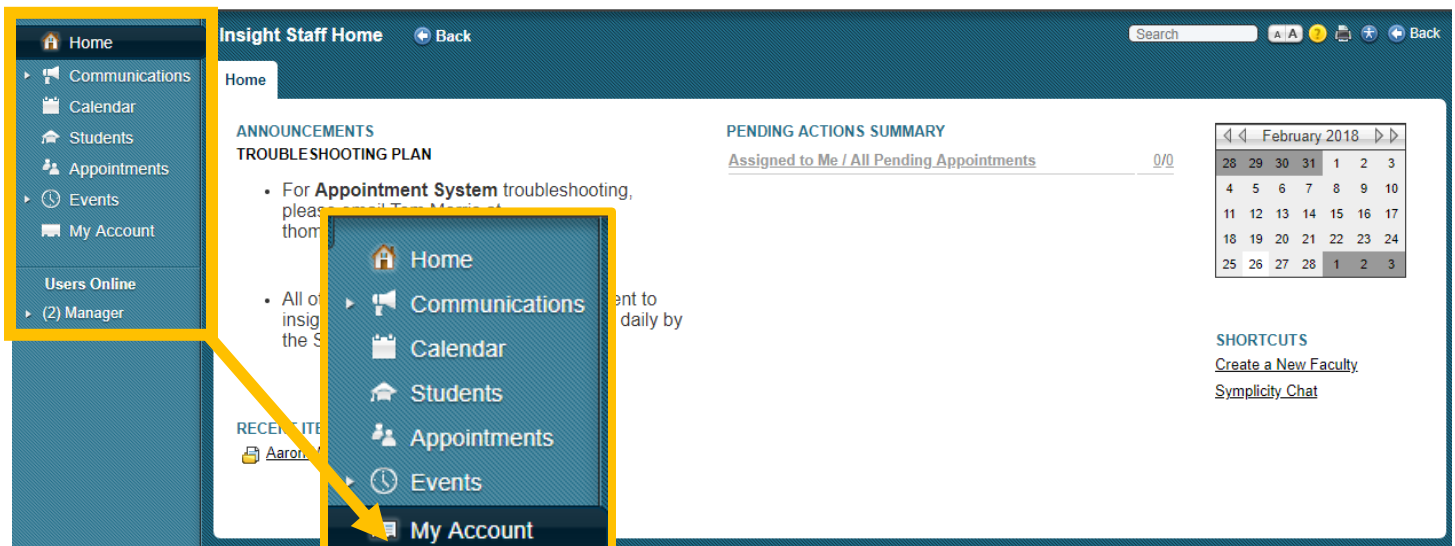
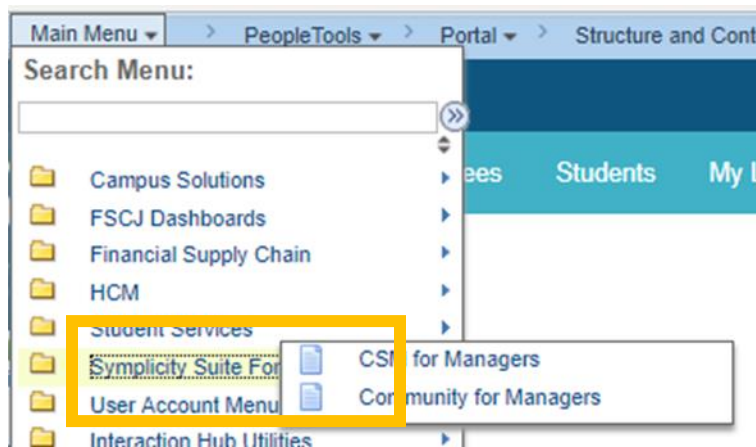



## Insight

# How to Create Personal Appointment URL

# How to Create Appointment URL

Log into your Insight account through your myFSCJ account. Staff with accounts in the Insight system can access Insight through the Symplicity Suite folder in the main menu drop down box.




Once an availability has been created, select **Edit**  to create your Schedule URL. If an availability has not been created, please review "How to Set Availability" Guide.

**My Account** [Back](#)

My Profile | My Custom System Settings | **My Availability** | Update Password

Keywords

Items 1-8 of 8

Actions	Label	Start Date	End Date	Appointment Length	Label
	Aimee Bishop Fall 2016	December 05, 2016	December 23, 2016	30	South Campus

My Profile | My Custom System Settings | **My Availability** | Update Password

\* indicates a required field

Availability Label\*

Schedule to Copy

Location\*

Room

Start Date\*

End Date\*

**Publish\***  yes  no  
If not published, this availability schedule will not be available on public meeting request form.

Meeting Start Options (per hour)   
Select possible appointment start times. If none are selected, the start time will be the start time selected in the timespan windows.

TIP: Be sure to only use letters and numbers when creating your Availability Label to avoid issues when your URL is created.

Once submitted, you will see a URL link populated.

Aimee Bishop Spring 2018	February 26, 2018	May 04, 2018	30	Urban Resource Center (URC)	yes	February 26, 2018, 1:52 pm	<a href="https://fscj-insight.symplicity.com/appointment/aimee.bishop@fscj.edu/aimeebishopspring2018">https://fscj-insight.symplicity.com/appointment/aimee.bishop@fscj.edu/aimeebishopspring2018</a>
--------------------------	-------------------	--------------	----	-----------------------------	-----	----------------------------	---

This link can be used in email signatures or provided to a student so that they can make an appointment directly with you.