

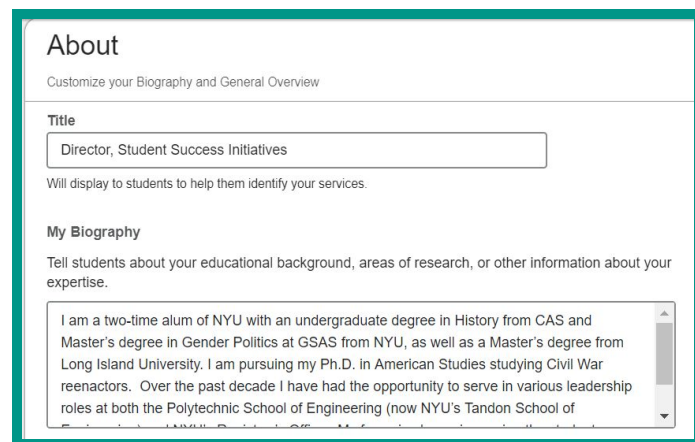
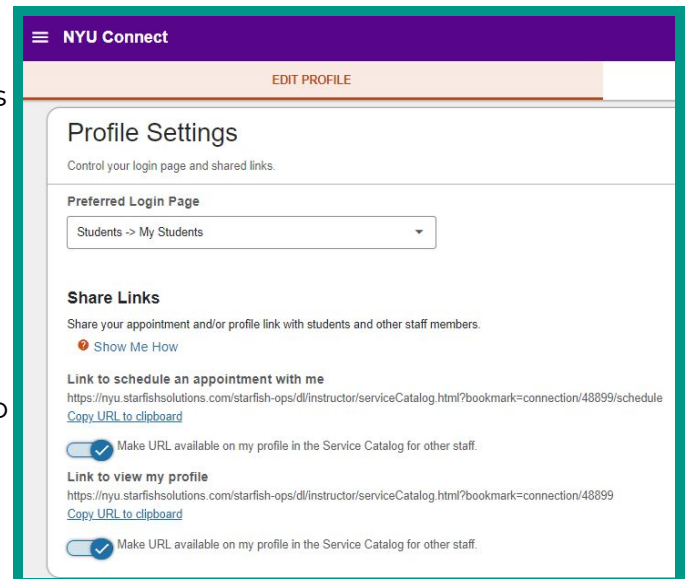
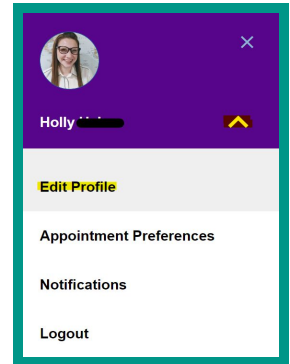


Create Your Profile and Set Your Preferences

1. Login to [NYU Connect](#).
2. Click the **three lines icon** on the top left to open the main menu.
3. Click the down arrow next to your name, then **“Edit Profile.”**

On the “Edit Profile” tab

1. Your ID card **Photo** has been uploaded into the system. You can change it by uploading your own. It must be 200x200 pixels
 - a. [We can do this for you](#), or upload the NYU Torch if you prefer not to display a picture - just ask!
2. Set your **Preferred Login Page**
 - a. If you typically login to check kudos and flags: Students->Tracking
 - b. If you typically login to see your class roster/raise kudos and flags: Students->My Students
3. Turn on **“Share Links”** if you will be using NYU Connect to make/hold appointments with your students.
4. Add your **title** as you want your students to see it.
 - a. This is highly recommended! If you do not add a title the student will see your system role(s) which may be confusing.
5. Ensure your **time zone** is correct
6. Add a **Biography** to let students know who you are and how you can support them.
7. Click **“Save Changes”**.





On the “Appointment Preferences” tab

If you are using NYU Connect for appointments; otherwise, skip this section

1. Select a **Minimum Appointment Length**
 - a. Typically 15 or 30 minutes
2. Select a **Scheduling deadline**
 - a. Recommend at least an hour before; most users do 5pm the day before or 9am the day of.
3. **Sync your GCal** to NYU Connect for the best experience. **Check “Appointment Change” and “Change my Office Hours...”** boxes which will ensure you get GCal invites for appointments and holds for your Office Hours.
 - a. Check **“Allow NYU Connect to read busy times...”**
 - b. Get **GCal secret address in iCal format** and paste. **To get the link:** Go to your GCal, click three dots next to the calendar to integrate, click “Settings and Sharing”. Scroll down to the “Secrete Address in iCal format” and copy the entire URL.
 - c. It will take about an hour for your GCal information to fully materialize in Connect. Only you can see your calendar information in Connect - students will not
4. Add a **location**. You can add more details when you schedule Office Hours.
5. Click **Save Changes**.

Appointment Preferences
Customize your appointment default settings, add locations, and designate calendar managers.

Office Hour Defaults
Customize appointment scheduling settings.

Minimum Appointment Length
15 minutes

Scheduling Deadline
Set a deadline for students to schedule appointments prior to the start of your office hours.

No Deadline

The day **before** the office hours at:
5:00 pm

The day **of** the office hours at:
9:00 am

Hour(s) before the office hours:
24

NYU Connect Calendar Sync
Select options to sync **from** your NYU Connect Calendar **to** your External Calendar

Email me calendar attachments for every:

Appointment change

Change to my Office Hours and Group Sessions

External Calendar Sync
Sync busy times **from** your External Calendar **to** your NYU Connect Calendar

Google Calendar Sync
▲ Important: You must share your private calendar link below with NYU Connect. [Click here](#) for further instructions.

Allow NYU Connect to read busy times **from** my Google Calendar

Paste Google Calendar Link
`https://calendar.google.com/calendar/ical/hsh206%40nyu.edu/private-7c7a:`

My calendars

- Yolanda Gold
- Birthdays
- Reminders

1pm

Display this only

Settings and sharing

My Locations
Customize your appointment locations.

[+ Add Location](#)

Name	Type
Zoom Meeting	Online
Instructions Please join me at https://nyu.zoom.us/my/hsh206	

On the “Notifications” tab

1. Appointments: *If you are using NYU Connect for appointments*, select if you want to receive **reminders of your upcoming appointments** and/or alerts for each. You can leave this all blank.

Appointments
Customize appointment notification preferences.

Planning Reminders
Choose how you want to receive reminders about your appointments.

- Don't send me planning reminders
- Send me a notification individually for each appointment
- Send me a digest of all appointments

Alert Reminders
Specify whether you want an alert just before the appointment starts.

Notify me **before the start**:

15 minutes

2. Tracking Items:
Select frequency and types of notifications for flags and kudos.
Most users select a **daily digest notification** and an immediate notification when an **item is assigned** to them.

3. Click “**Save Changes**”.

Tracking Items
Customize tracking item notification preferences.

Summary Email
Send me a digest of all my Tracking Item activity:

- Daily at 2:00 am
- Weekly at 9:00 am
- on Monday
- None

Tracking Item Updates
These may be emails and/or texts based on your institution's settings and permissions to the items displayed below.

Send me an immediate notification for every:

- New item raised
- Item cleared
- Item assigned to me

[Questions? We are here for you!](#)