EAB Pathfinder

Step-by-step guide for logging in, setting availability, submitting advising reports and messaging students.

2017-SEPT-21
Log on to EAB

- [http://sc.edu/about/offices_and_divisions/advising/index.php](http://sc.edu/about/offices_and_divisions/advising/index.php)
- The link above takes you to the advising homepage where you will see a “make an appointment” box. You can log in to EAB by clicking this
- OR
- Use this link to go straight to the online training and technology access page where you will find the EAB login link.
- [http://sc.edu/about/offices_and_divisions/advising/advising_toolbox/online_training_technology/index.php](http://sc.edu/about/offices_and_divisions/advising/advising_toolbox/online_training_technology/index.php)
UofSC Central Authentication Service (CAS)

Login   Help Topics   Multifactor

sc.campus.eab.com

Please enter one of the three supported credentials:

Network Username/VIP ID: 

Password: 

LOGIN   CLEAR

Network Username is assigned by the university and is based on your name. It may consist of letters and/or numbers in combination. It is the first portion of your official university email address (mailbox.uc.edu or @mail.uc.edu), enrolled students, faculty, staff, and affiliates will use this official credential for accessing most university systems.

VIP ID is an eight-digit number. Current faculty, staff, and students can find their VIP ID here. Pre-admitted students will find their VIP ID in their acceptance letter.

Blackboard Auxiliary ID allows access to Blackboard for users who do not have a Network Username or VIP ID but have a legitimate need to access the system.

For security reasons, please log out and exit your web browser when you are done accessing services that require authentication.
EAB Home Page and Setting Availability

The following will show you how to set your availability in EAB.
This is what the homepage looks like; click on the “my availability tab"
Now we are going to edit appointment constraints; click here.
Set the default length of an appointment and set the minimum ‘time in advance’ a student can make an appointment; then click update constraints.
Now hide constraints
Now set up your available time. Click the actions button and select “add time”.

Times Available

Advisor Reporting

Recent Advising Appointment

You have not had any recent Advising Appointment for Fall 2017.
Now select the day(s) and time(s) you are available; for “appointments”. Select the range of dates for the availability, the location, and the advising type. In details block add your office number and any information for your students. Click save. Drop-ins and campaigns are other options instead of appointments and you can explore these if you like.
Now select the calendar view
This shows a month view of your availability. If you teach large lectures with multiple sections they will all show as busy on your calendar. You can sync your google or Microsoft calendar with EAB. Green on the left are my courses. Burgundy is my synced calendar.
There is a legend at the top of the calendar. Free Busy loads from your synced calendar. Advising appointments show up as RED.
Submitting an Advising Appointment Report

The following will show you how to set submit a report.
Once an advising appointment has started the student will show in the “Recent Advising Appointment” block at the bottom of the home screen; select the box next to the students name.
Now select the drop-down menu under actions.
Now select add advising appointment report
The only thing I am asking that you do is type “clear” in this box and then save this report.
The Advising Report is Important

• This tells us that the student was advised and can be cleared for registration purposes.

• After typing “Clear”, you may add any notes that you see as important. For now we are only requiring that you use EAB for scheduling and giving us the ok to “Clear” the student. We will be using other functions of EAB in the future. Remember, the student can not see these notes. You still need to add notes about courses to Degree Works.

• There is an option to add a note that students can see. For my advising appointments I am currently copying the notes from degreeworks and adding a note in EAB so my advisees can see the courses in both places (see next slide for details).
Adding a note that the student can see select the students name and then select here
To make the note visible to the student you must select their name here and save note.

If you also select printed student report, the notes can be included in any future reports (I also select this option).
Sending an Message in EAB

Student will see the message in their email and it if they respond it will go to your email.
Select “ALL” students on the home page of your EAB.
Select “send message” from the actions drop down menu
This is where you can notify them of advising and how to sign up, just in case they missed the university email. Be sure to list your office number and attach any forms you would like them to have filled out before the appointment.

This is the note I sent:

It is time to meet with your advisor to make plans for spring 2018 and beyond. Please log in to the EAB pathfinder system using the link below to make an appointment. I am attaching some documents with helpful information in preparation for your appointment. If you are graduating in May 2018 you need to complete a “Senior Check” form and bring it to your appointment. Please be on time and I look forward to meeting with you soon. I will not have advisement timeslots available after October 31.

Remember: Registration time tickets open on November 13.

https://sc.campus.eab.com/
Note: If you are trying to sync with a calendar program other than Outlook, please follow the instructions found under the **Subscriptions Tab** - SET UP CALENDAR INTEGRATION.

**Setting Up Microsoft Outlook**

1. In order to sync your calendar with Pathfinder, you first need to open up your **Microsoft Outlook account** on your computer and navigate to the **Properties menu** of your Calendar.

2. Click on the **Permissions** tab.

3. Click on the **Add** button and search for PATHFINDER CAL SYNC. Double click on this and click the **OK** button.

4. Once PATHFINDER CAL SYNC shows on your permissions list, select it and change the **Permission Level** to **Editor**.
Setting Up EAB Pathfinder

1. Once you open Pathfinder, select the Calendar tab.

2. In My Calendar, click on the Subscriptions tab. Here, you need to select the button to Setup Exchange Calendar Integration.

3. On this new screen, simply click the 'Connect with Exchange' button and your calendar sync will begin!