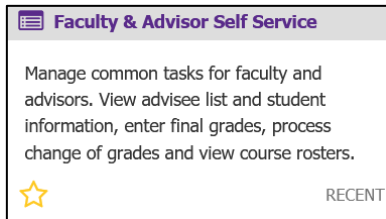
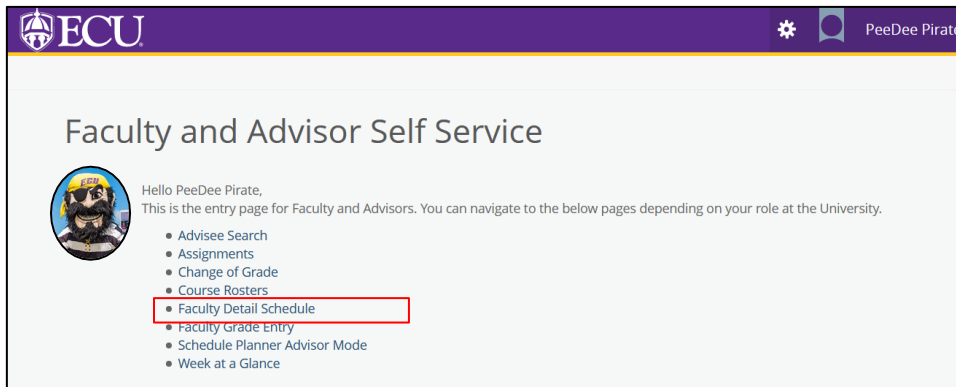


How do I add office hours to a class?

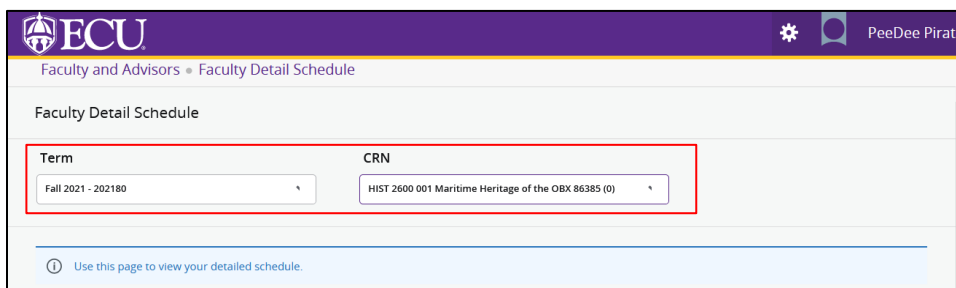
1. Log into Pirate Port.
2. Click on Faculty & Advisor Self Service.



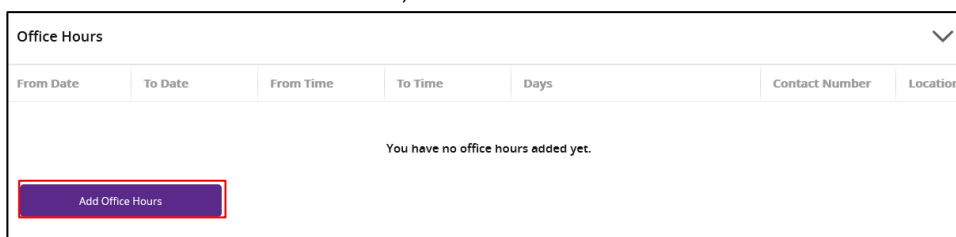
3. Click on Faculty Detail Schedule.



4. Select the Term and CRN.



5. Under the Office Hours section, click Add Office Hours.



6. Under the Office Hours section, click Add new Row

The screenshot shows the 'Office Hours' form with a table header containing columns: From Date, To Date, From Time, To Time, Days (Mon, Tue, Wed, Thu, Fri, Sat, Sun), Contact Number, Location, Display, and Delete. The table body contains the text 'No Data Found'. Below the table, a red box highlights the '+ Add new Row' button. Underneath are a 'Select Copy to' dropdown menu, a 'Reset' button, and a 'Submit' button.

7. Enter the From Date, From Time, To Time, Days, Contact Number, Location, and check the Display box.

This screenshot shows the 'Office Hours' form with the input fields highlighted by a red border. The fields include: From Date (MM/dd/yy), To Date (MM/dd/yy), From Time (HH:mm), To Time (HH:mm), Days (checkboxes for Mon-Sun), Contact Number (a 'Select' dropdown), and Location (a text input). The 'Display' checkbox is also visible. Below the form are the '+ Add new Row' button, 'Select Copy to' dropdown, 'Reset' button, and 'Submit' button.

8. Using the Select Copy to, you can copy the same office hours to additional sections/courses.

This is a close-up screenshot of the 'Select Copy to' dropdown menu, which is highlighted with a red box. Below it are the 'Reset' and 'Submit' buttons.

9. Click Submit.

10. In the Valid From field, enter today's date. Leave Valid Until date blank.

The screenshot shows the 'Add Address' form with the following fields and components:

- Type of Address:** Employee - ECU Office Location (dropdown)
- Valid From:** MM/dd/yyyy (text field, highlighted with a red box, with a calendar icon)
- Valid Until:** (empty text field)
- Address Line 1:** Enter Address Line 1 (text field)
- Address Line 2:** Enter Address Line 2 (text field)
- Address Line 4:** Enter Address Line 4 (text field)
- City:** Enter City (text field)
- County:** Select County (dropdown)
- Zip/Postal Code:** Enter Zip Code (text field)
- Calendar:** A calendar for June 2021 is open, showing the date 23 (Wednesday) selected.
- Add:** A purple button at the bottom center.

11. Enter the office address.

The screenshot shows the 'Add Address' form with the following fields and components:

- Type of Address:** Employee - ECU Office Location (dropdown)
- Valid From:** 06/23/2021 (text field, highlighted with a blue box, with a calendar icon)
- Valid Until:** MM/dd/yyyy (text field, with a calendar icon)
- Address Line 1:** Enter Address Line 1 (text field)
- Address Line 2:** Enter Address Line 2 (text field)
- Address Line 3:** Enter Address Line 3 (text field)
- Address Line 4:** Enter Address Line 4 (text field)
- City:** Enter City (text field)
- State/Province:** Select State (dropdown)
- County:** Select County (dropdown)
- Zip/Postal Code:** Enter Zip Code (text field)
- Country:** Select Country (dropdown)
- Add:** A purple button at the bottom center.

A red box highlights the address input fields: Address Line 1, Address Line 2, Address Line 3, Address Line 4, City, State/Province, County, and Zip/Postal Code.

12. Click Add.