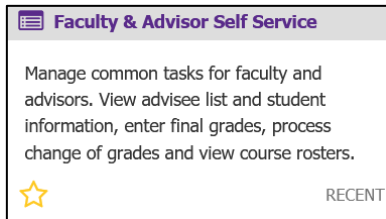# How do I add office hours to a class?
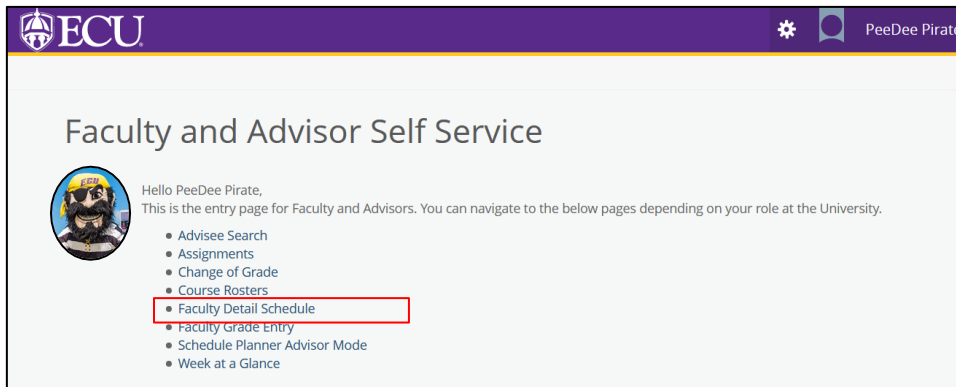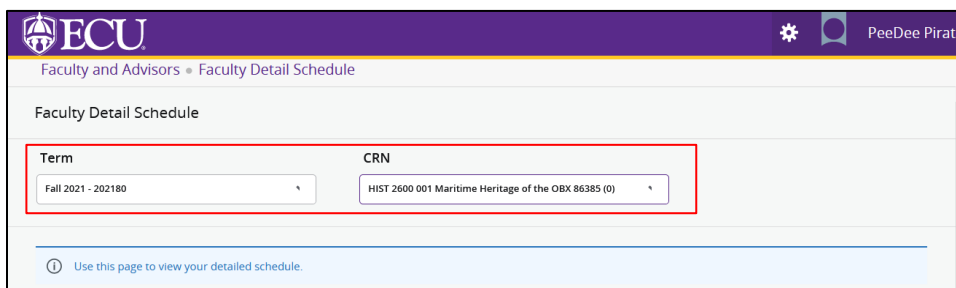
1. Log into Pirate Port.

2. Click on Faculty & Advisor Self Service.

   Faculty & Advisor Self Service

   Manage common tasks for faculty and advisors. View advisee list and student information, enter final grades, process change of grades and view course rosters.

   ☆   RECENT

3. Click on Faculty Detail Schedule.

   ECU.   ✿   ◯   PeeDee Pirate

   ## Faculty and Advisor Self Service

   Hello PeeDee Pirate,
   This is the entry page for Faculty and Advisors. You can navigate to the below pages depending on your role at the University.

   - Advisee Search
   - Assignments
   - Change of Grade
   - Course Rosters
   - Faculty Detail Schedule
   - Faculty Grade Entry
   - Schedule Planner Advisor Mode
   - Week at a Glance

4. Select the Term and CRN.

   ECU.   ✿   ◯   PeeDee Pirate

   Faculty and Advisors ● Faculty Detail Schedule

   Faculty Detail Schedule

Term	CRN
Fall 2021 - 202180 ▾	HIST 2600 001 Maritime Heritage of the OBX 86385 (0) ▾

   ⓘ Use this page to view your detailed schedule.

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

Office Hours						⌄
From Date	**To Date**	**From Time**	**To Time**	**Days**	**Contact Number**	**Location**

   You have no office hours added yet.
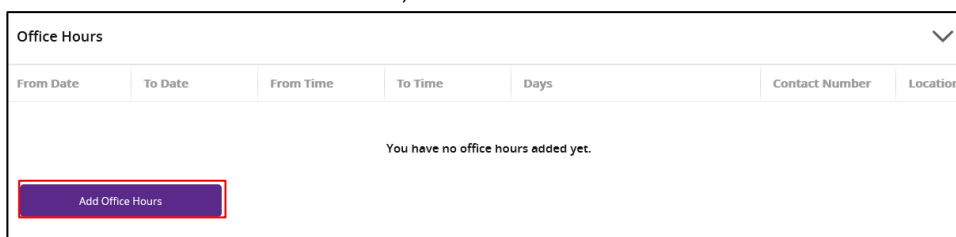
   Add Office Hours

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

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

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

9. Click Submit.

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

11. Enter the office address.

12. Click Add.