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

![Office Hours form](image)

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

![Office Hours form](image)

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

![Office Hours form](image)

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.