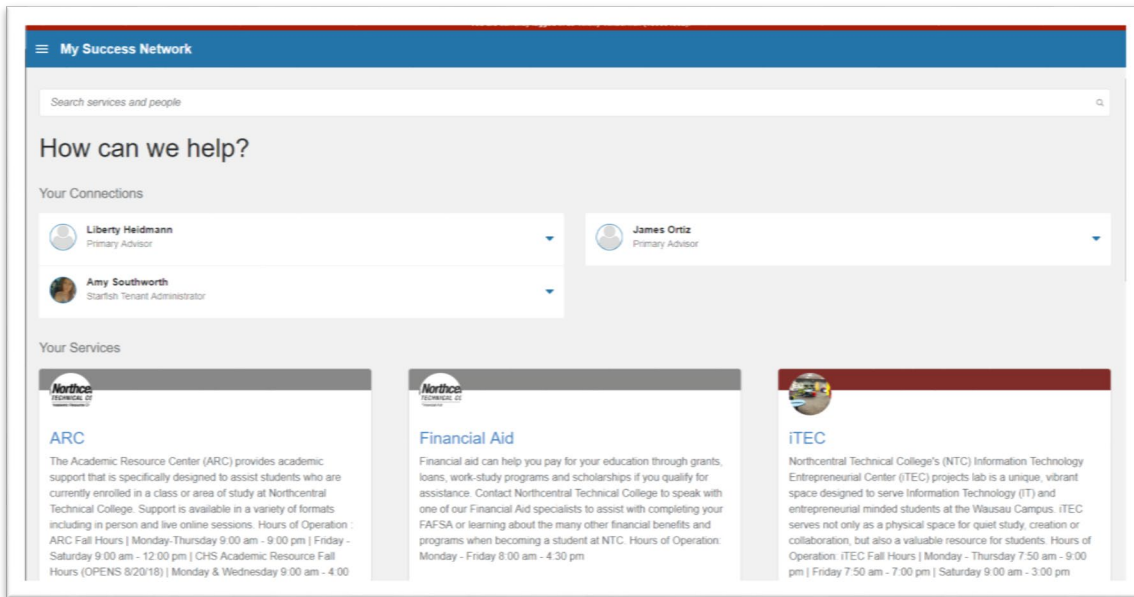
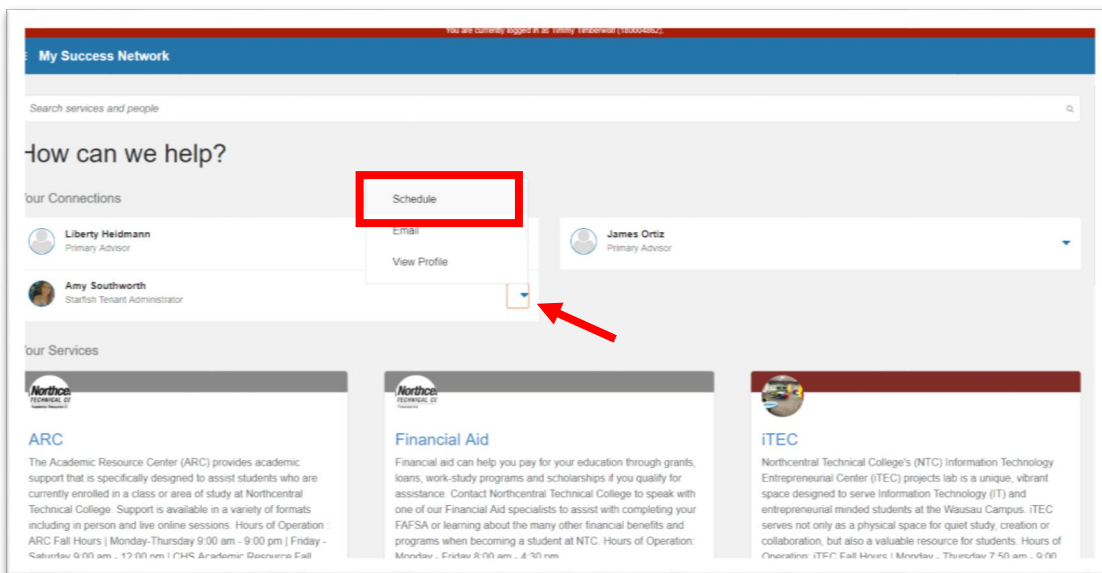


Starfish Appointment Scheduling - Student View

When you first log in to your Starfish account, you will be directed to your **Success Network**. Here is where you will find your primary advisors, instructors, academic coaches, & tutors for appointment scheduling.



To schedule an appointment, click the drop-down arrow next to the providers name and select **Schedule**.



Next, you will be directed to the Scheduler that asks you to identify the **purpose** of the visit. Once you make a selection, click **Continue**.

What do you need help with?

Starfish Training

☐ I need help clearing flags

☐ I need help raising flags

☐ I need help setting up my office hours

☐ I need help setting up my Starfish profile

[CANCEL](#) [CONTINUE](#)

Next, Starfish displays the time blocks available for you to schedule an appointment. These time blocks show the appointment length, location and number of slots available. After you make a selection, click **Continue**.

What day and time works for you?

10-29-2018 → 11-05-2018

← October 2018 →

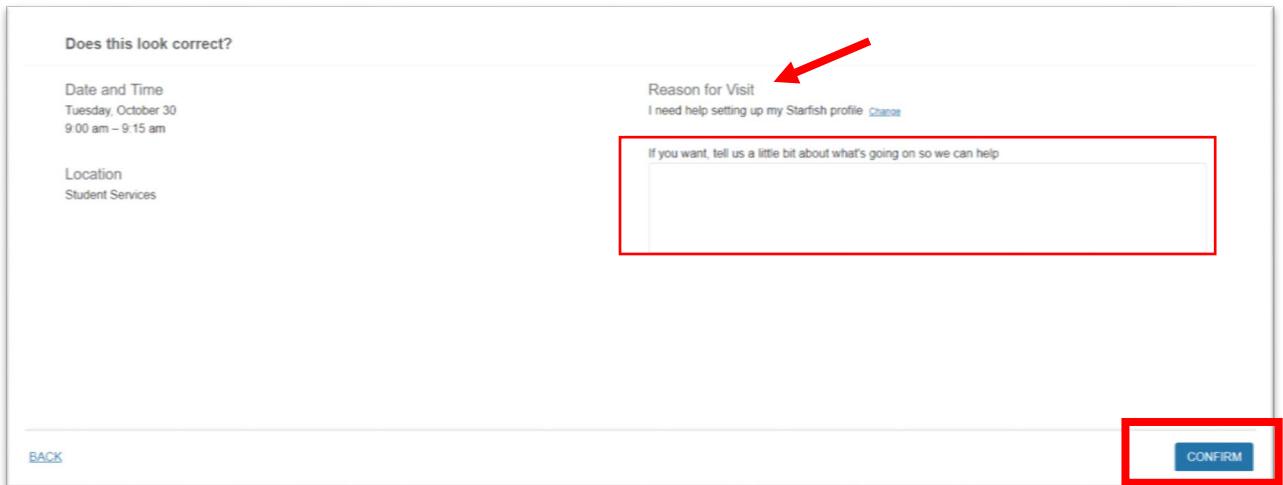
☒ Show group meetings

[BACK](#) [CONTINUE](#)

| Tuesday, October 30 | | 24 available | |
|---|-----|---|-----|
| <input type="radio"/> 8:00 am - 8:15 am Student Services | 15m | <input type="radio"/> 8:15 am - 8:30 am Student Services | 15m |
| <input type="radio"/> 8:30 am - 8:45 am Student Services | 15m | <input type="radio"/> 8:45 am - 9:00 am Student Services | 15m |
| <input type="radio"/> 9:00 am - 9:15 am Student Services | 15m | <input type="radio"/> 9:15 am - 9:30 am Student Services | 15m |
| <input type="radio"/> 9:30 am - 9:45 am Student Services | 15m | <input type="radio"/> 9:45 am - 10:00 am Student Services | 15m |
| <input type="radio"/> 10:00 am - 10:15 am Student Services | 15m | <input type="radio"/> 10:15 am - 10:30 am Student Services | 15m |

Next, you will see a confirmation page. Here, Starfish shows a review of your selected appointment date, time, location, and reason for visit. You may also enter additional information prior to the visit in a text box. **NOTE:** The text box information is optional.

Once complete, click **Confirm** and an email is sent to the provider and the student, indicating the information of the upcoming appointment. The student also has an opportunity to change information in the Reason for Visit area before confirming the appointment.



Does this look correct?

Date and Time
Tuesday, October 30
9:00 am – 9:15 am

Location
Student Services

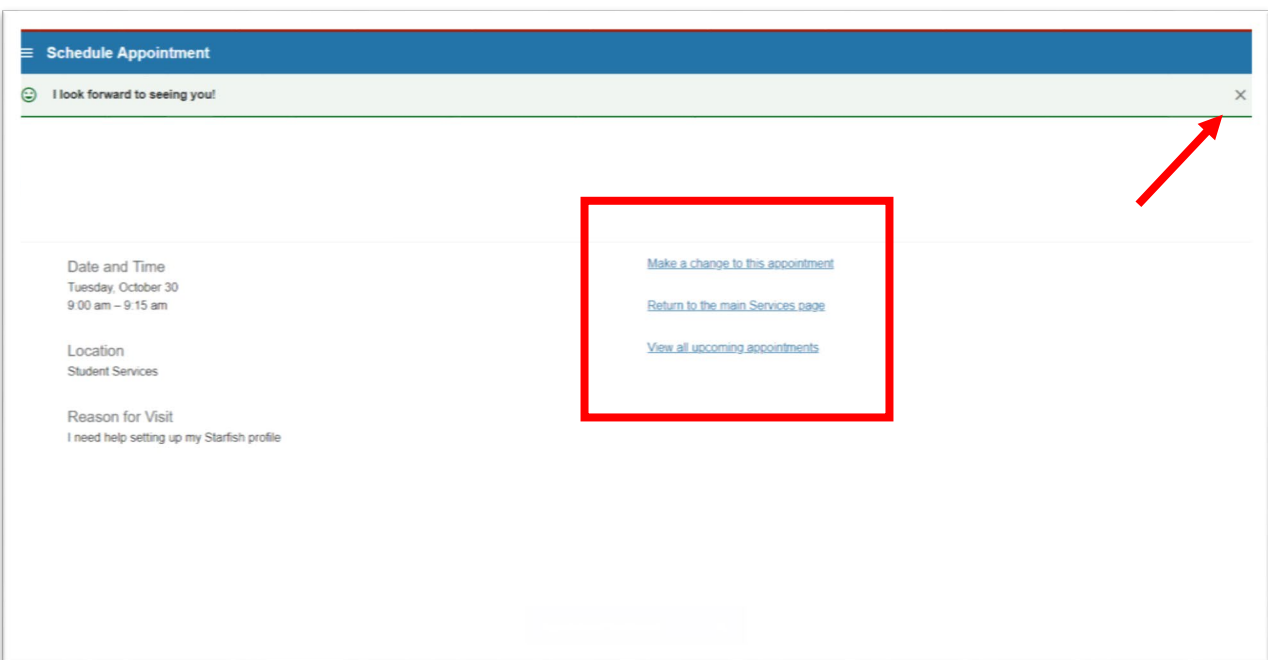
Reason for Visit
I need help setting up my Starfish profile [Change](#)

If you want, tell us a little bit about what's going on so we can help

[BACK](#) [CONFIRM](#)

This screenshot shows a confirmation page titled "Does this look correct?". It displays appointment details: Date and Time (Tuesday, October 30, 9:00 am – 9:15 am) and Location (Student Services). The Reason for Visit is "I need help setting up my Starfish profile" with a "Change" link. Below this is a text box for optional feedback. At the bottom, there are "BACK" and "CONFIRM" buttons. Red annotations include an arrow pointing to the "Reason for Visit" section and a box around the "CONFIRM" button.

On the last screen, Starfish displays hyperlinks that allow you to easily make a change to the appointment, return to the services page, or view your upcoming appointments in your Starfish account. You can simply close this screen by clicking the "x" if none of these options are needed.



Schedule Appointment

I look forward to seeing you!

Date and Time
Tuesday, October 30
9:00 am – 9:15 am

Location
Student Services

Reason for Visit
I need help setting up my Starfish profile

[Make a change to this appointment](#)
[Return to the main Services page](#)
[View all upcoming appointments](#)

[X](#)

This screenshot shows the same confirmation page as before, but with a blue header "Schedule Appointment" and a green status bar "I look forward to seeing you!". Below the appointment details, there are three hyperlinks: "Make a change to this appointment", "Return to the main Services page", and "View all upcoming appointments". These links are enclosed in a red box. A red arrow points to a close button (an "x" in a square) in the top right corner of the status bar.