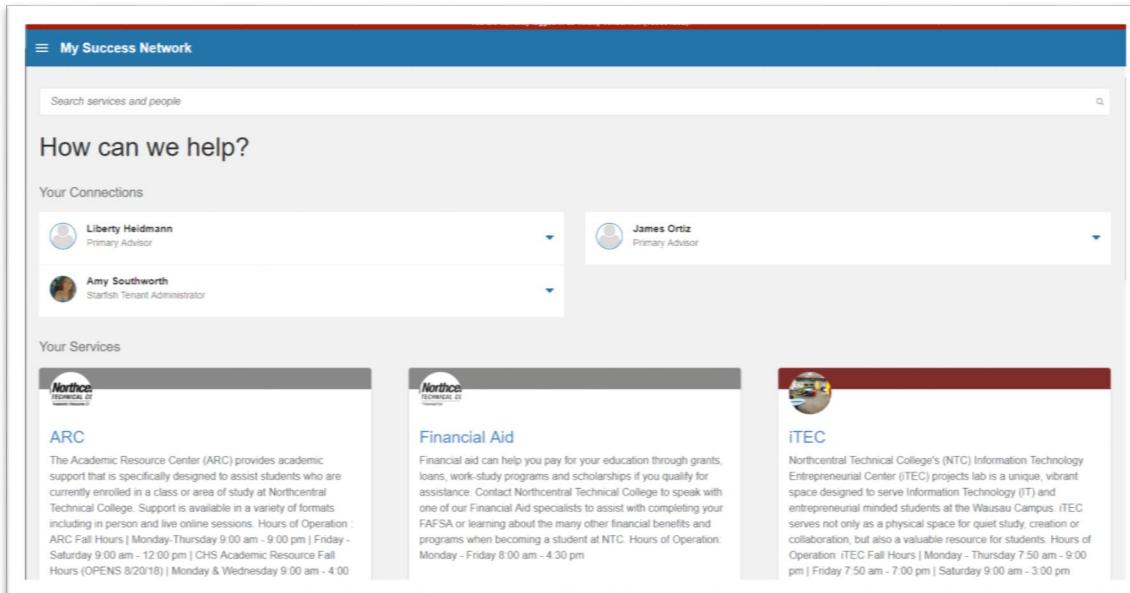


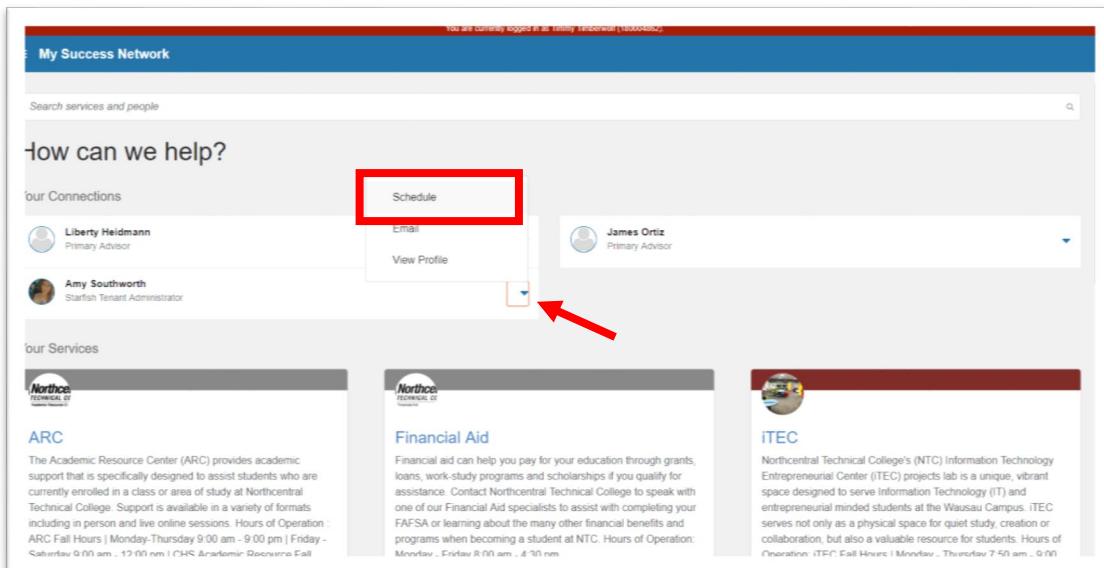
Starfish Appointment Scheduling - Student View

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.



The screenshot shows the 'My Success Network' interface. At the top, there is a search bar labeled 'Search services and people'. Below the search bar, the heading 'How can we help?' is displayed. Under 'Your Connections', there are two dropdown menus: one for 'Liberty Heidmann, Primary Advisor' and another for 'James Ortiz, Primary Advisor'. Under 'Your Services', there are three main sections: 'ARC', 'Financial Aid', and 'ITEC'. The 'ARC' section provides a brief description of the Academic Resource Center. The 'Financial Aid' section provides a brief description of financial aid options. The 'ITEC' section provides a brief description of the Information Technology Entrepreneurial Center. Each service section includes a small thumbnail image and a detailed description.

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



The screenshot shows the 'My Success Network' interface with a red box highlighting the 'Schedule' button in the dropdown menu for 'Liberty Heidmann, Primary Advisor'. A red arrow points to the dropdown arrow icon next to the 'Schedule' button. The rest of the interface is identical to the first screenshot, showing 'How can we help?', 'Your Connections' (with dropdowns for Liberty Heidmann and James Ortiz), and 'Your Services' (ARC, Financial Aid, and ITEC sections).

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 →

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Show group meetings

Tuesday, October 30

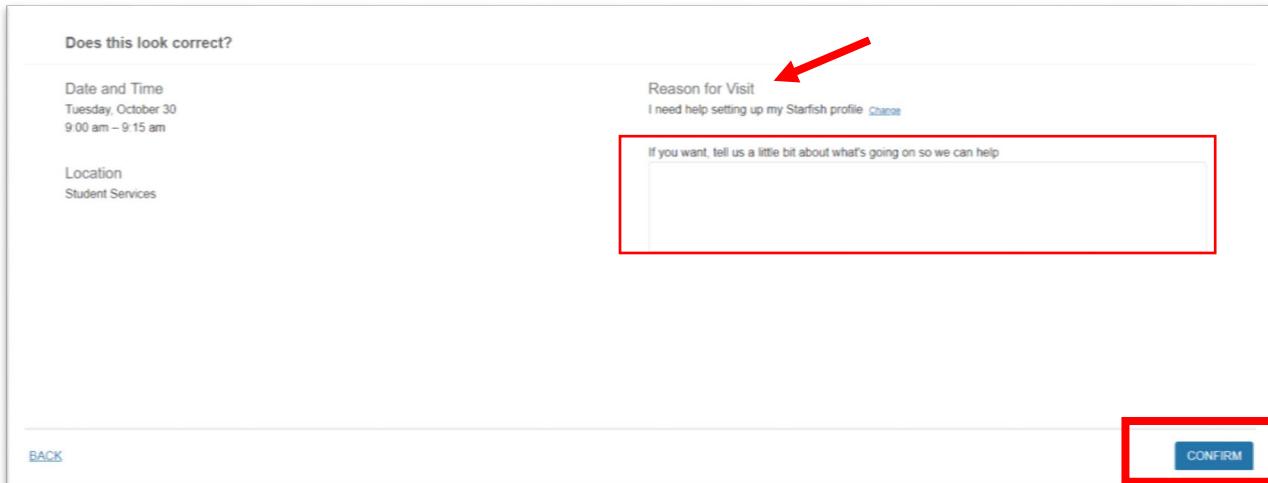
Time Block	Length	Location	Slots Available
8:00 am - 8:15 am	15m	Student Services	15m
8:15 am - 8:30 am	15m	Student Services	15m
8:30 am - 8:45 am	15m	Student Services	15m
8:45 am - 9:00 am	15m	Student Services	15m
9:00 am - 9:15 am	15m	Student Services	15m
9:15 am - 9:30 am	15m	Student Services	15m
9:30 am - 9:45 am	15m	Student Services	15m
9:45 am - 10:00 am	15m	Student Services	15m
10:00 am - 10:15 am	15m	Student Services	15m
10:15 am - 10:30 am	15m	Student Services	15m

[BACK](#)

[CONTINUE](#)

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

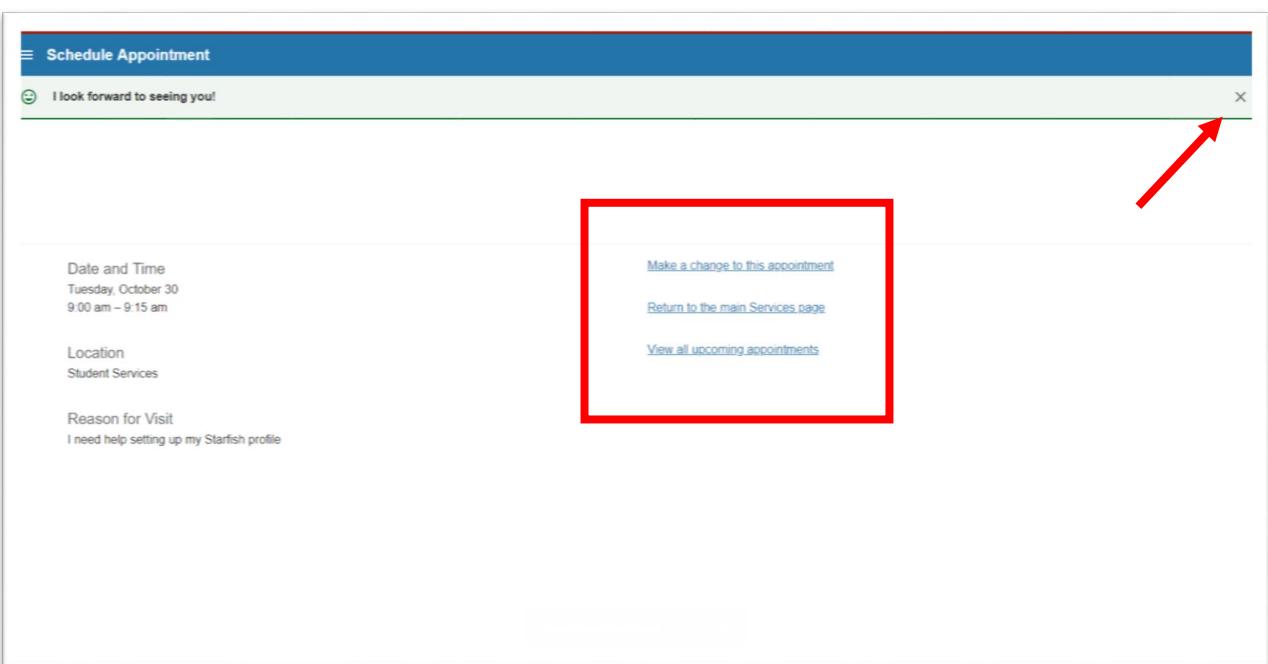
Location
Student Services

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

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](#)