

Student Getting Started Guide Starfish [®]

Version 6.3

Welcome to Starfish ®

Starfish provides you with a central location to connect to the people and services that can help you finish what you start – all accessible right from your Starfish **Home** page.

Log in to your Starfish Home page by clicking on the Starfish link in D2L.

Make an Appointment

1. Click the **Schedule Appointment** link below the contact information for the desired person or service in the **My Success Network** or **Courses** channel.



Schedule an Appointment with Writing Center

- 2. Use the small calendar on the left to quickly identify days with available office hours (available days will be shown in **bold**). Click the desired date in the small monthly calendar to display availability on that day
- 3. Available time slots on the selected day will include a **Sign up** link. Click the **Sign Up** link associated with the desired time slot.



- 4. This opens the **Add Appointment** form. Complete the form by selecting a reason for the meeting and a course (if relevant). Include an explanation of what you need so that your instructor or advisor can be prepared for the meeting.
- Click Submit to set the appointment. You will get an email with the appointment details and the appointment will be listed on your Dashboard.

Add Appo	Dintment Never Mind Subm	nit
With	Yasmin Gold	
Reason	General Advising Visit	
Course	No Course	
Select a reas	on in order to complete the following fields:	
When	9:00 am 04-30-2015	
Duration	20 minutes	
Where	Advising Center North Rm 118	
Instructions	Please bring your most recent registration report and any transcripts from your previous acade institution. You might also find it helpful to visit www.excellent.edu/advising for additional resources that we will reference during our meeting	mic
	I am a bit confused by the options available to me for Summer vs. Fall	

Change an Appointment

Upcoming appointments will be listed on your **Dashboard** in the time line view (left column). Click the edit icon (\checkmark) to modify the appointment or the cancel icon (\checkmark) to cancel it.

