

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.

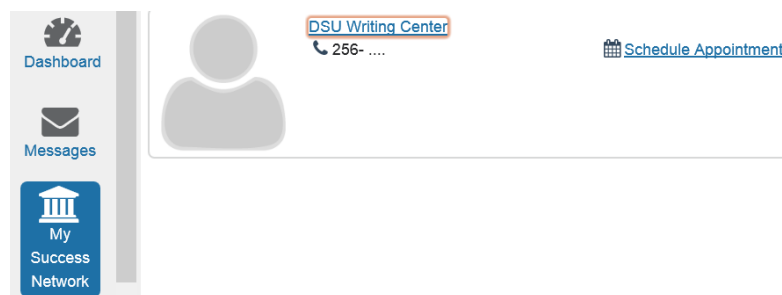
Log in to your Starfish Home page by clicking on the Starfish link in D2L.

Make an Appointment

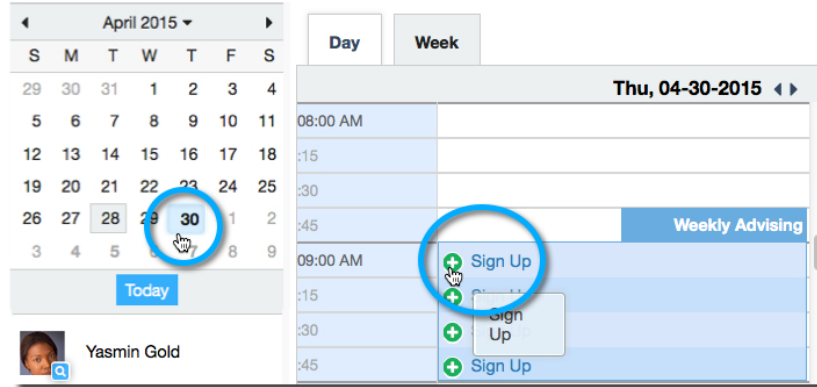
1. Click the **Schedule Appointment** link below the contact information for the desired person or service in the **My Success Network** or **Courses** channel.

Note: Students using the Writing Center Online dropbox feature must also schedule an appointment. While you will not “meet” with a Learning Assistant, this is the time reserved to review your submission.

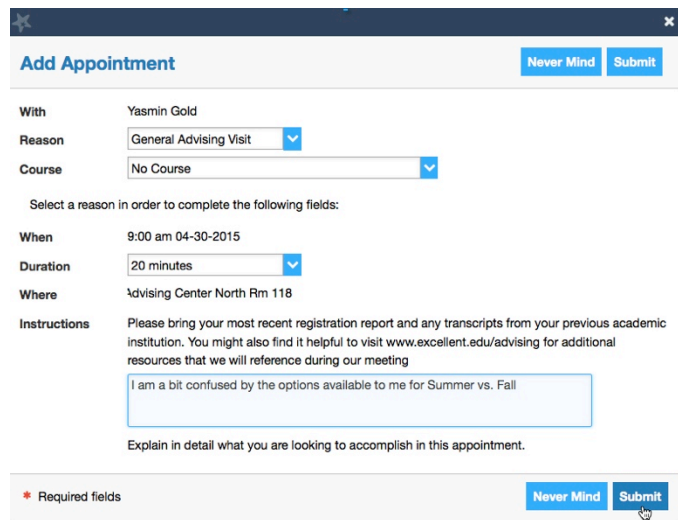
Schedule an Appointment with Writing Center



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. **Online submissions: please note whether the essay is in the dropbox or if you would like to schedule a Skype or D2L Collaborate appointment.**



5. Click **Submit** to set the appointment. You will get an email with the appointment details and the appointment will be listed on your **Dashboard**.

Change an Appointment

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

