

## MAKE AN APPOINTMENT WITH STARFISH!

## STARFISH APPOINTMENT INSTRUCTIONS

Starfish is your one-stop online resource for scheduling with faculty and staff.

To access Starfish:

- 1. Login to your portal
- 2. Click on the starfish icon at the top of the window
- 3. Find your advisor's name (or "Academic Advising Center" at the bottom of the page) and click the three dots (...)
- 4. Click "Schedule"
- 5. Arrow over to the day you would like to schedule an appointment
- 6. If you are unable to schedule the time might be already taken, so
  - you may need to pick another time of navigate/arrow to another day
- 7. Click "Sign Up" next to the time you would like to meet
- 8. Select your reason for meeting and a note
- 9. Click "Submit"





## SCAN THIS CODE WITH YOUR PHONE CAMERA TO GO TO STARFISH NOW:

