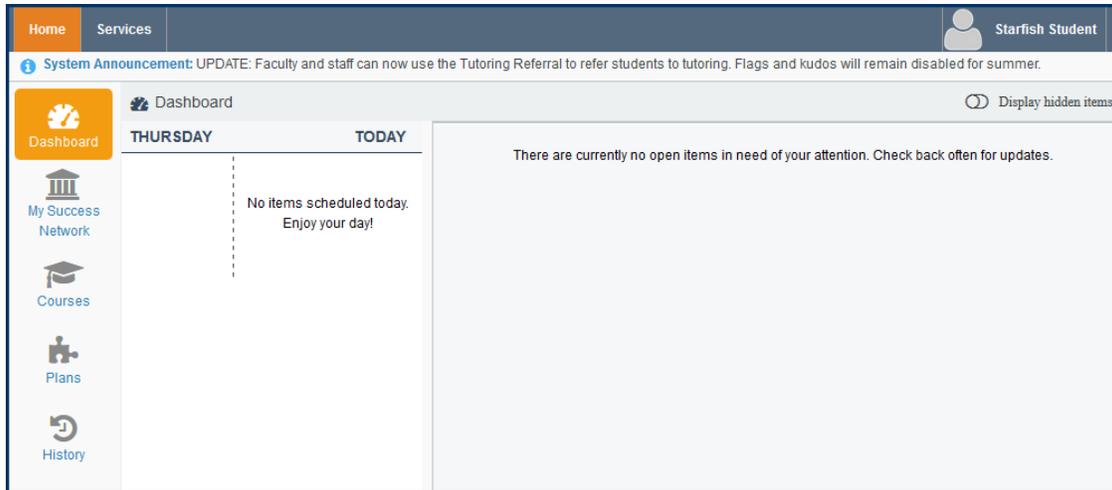


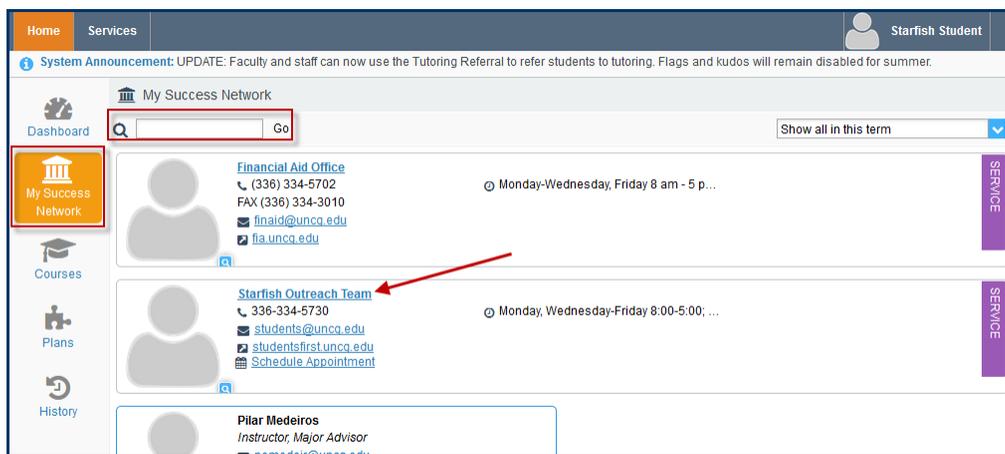
How to Make an Appointment with a Member of the Starfish Outreach Team

Students who are flagged in the Starfish system are given the opportunity to meet with a member of the Starfish Outreach Team to discuss the flag and develop a plan for success. This tutorial will demonstrate how to schedule an appointment with a member of the Starfish Outreach Team.

1. Open Starfish.

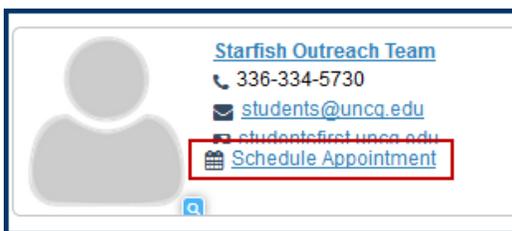


2. On the homepage, select “My Success Network” on the left side of the student dashboard. Simply scroll to find the Starfish Outreach Team.

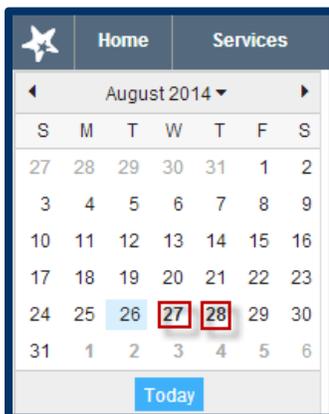


You can also look under the *Services* tab to find the Starfish Outreach Team.

3. Click **Schedule an Appointment**.



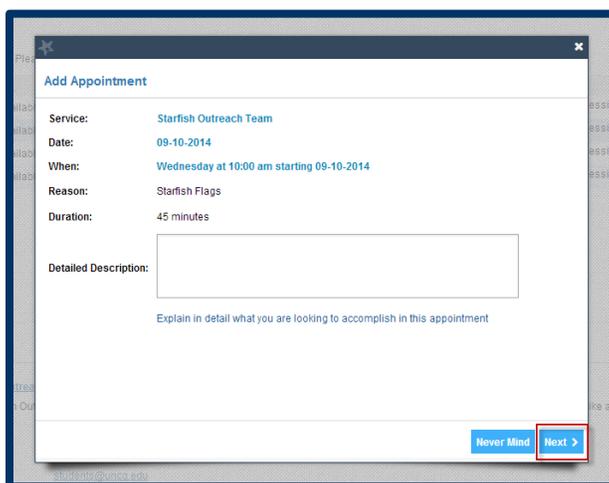
4. Look at the calendar on the left side of the page. Dates in bold (as shown below) are dates in which there are available appointments. ****Remember that all appointments with the Starfish Outreach Team need to be made at least 48 hours in advance.**



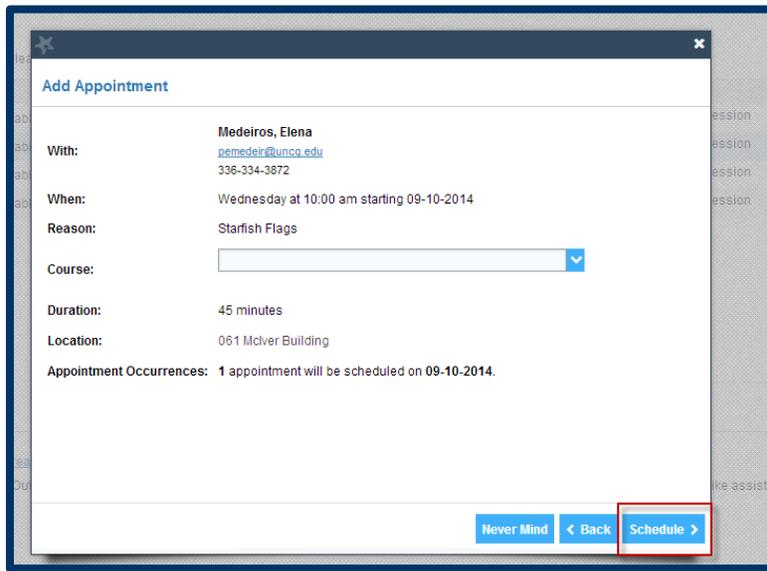
5. Click on the **date** that you would like to have an appointment. Once you have selected the date, click on the **green plus sign** beside the time.



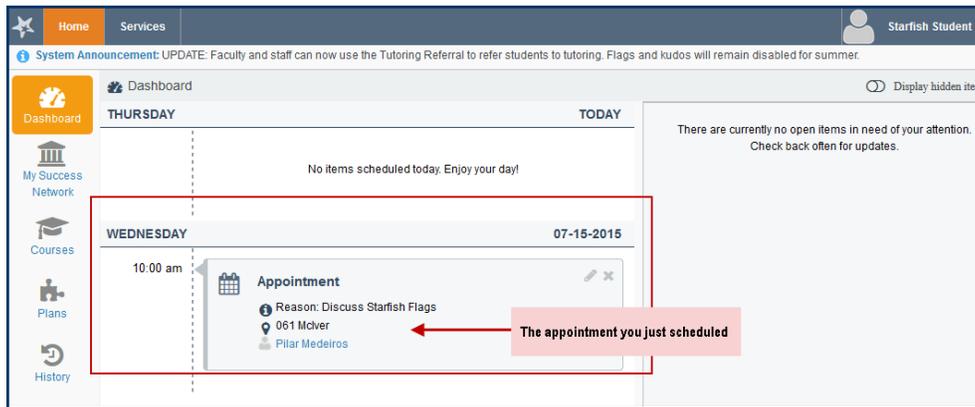
6. Confirm the information is correct. Click **Next**.



7. You will see the Starfish Outreach Team advisor that you will be meeting with and will have the opportunity to choose the course for which you need assistance. Confirm that the information is correct. Click **Schedule**.



8. Your appointment has been scheduled and you will receive an email to your UNCG email account. You can also see details of your appointment by visiting your Starfish Student Dashboard at any time.



Note about Appointment Reminders: You can sign up for email appointment reminders by updating your Notification settings in your Student Profile. Just click on your name on your Starfish homepage and update your preferences as desired.

