

How to Schedule Appointments in Starfish


1 OPEN STARFISH

- ◆ Log in at starfish.uncg.edu, or
- ◆ Click the Starfish button in [iSpartan Apps & Tools](#), or
- ◆ Open Starfish from [Canvas](#) (Account→Profile→Starfish)

You will be required to enter your UNCG username and password

2 UPDATE PROFILE & PREFERENCES

Before you schedule an appointment, update your profile so that you receive confirmation emails:

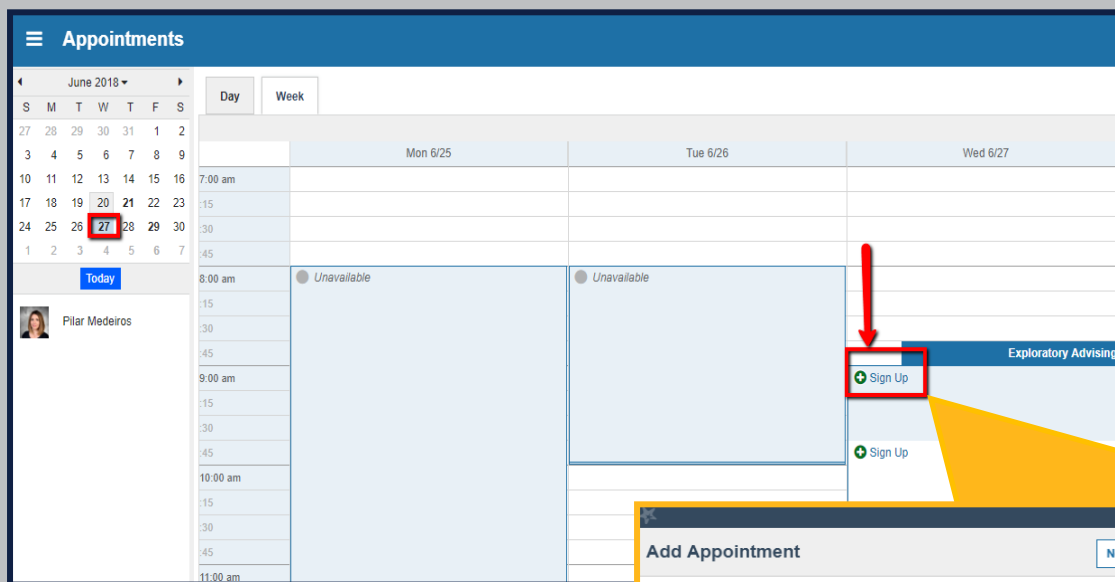
- ◆ Click the  icon to open your navigation menu
- ◆ Click on your name and update your profile
- ◆ Set your appointment reminders preferences. *Appointment reminders are strongly recommended*

3 VIEW YOUR SUCCESS NETWORK

- ◆ In your navigation menu, select **My Success Network**
- ◆ Your Connections are the individuals who support you at UNCG—this includes course instructors & academic advisors
- ◆ Use the drop-down arrow to view the actions you can take with your connections, including emailing and scheduling an appointment (if that person uses Starfish for scheduling)
- ◆ Click **Schedule** to open your connection's Starfish calendar

4 BROWSE AVAILABLE APPOINTMENTS

- ◆ From your Success Network, use the drop-down arrow next to a connection and select the **Schedule** option (if you do not see a schedule option, that individual does not have appointment availability posted in Starfish)
- ◆ Using the mini calendar in the left corner, click on a **bold date**—this indicates there is an open appointment that day
- ◆ Find an open appointment slot and click **Sign Up**



5 SCHEDULE YOUR APPOINTMENT

- ◆ Enter all required information in the appointment scheduler
- ◆ Provide the appointment provider with a description of what you wish to discuss during your appointment
- ◆ Click **Submit** to schedule the appointment
- ◆ You will receive a confirmation email to the email address listed in your email preferences.

If you need to cancel your scheduled appointment for any reason, you may return to Starfish and cancel the appointment from your dashboard.

