How to Schedule Appointments in Starfish

1. Open Starfish
   - Log in at starfish.uncg.edu, or
   - Click the Starfish button in Spartan 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
   - Click on the (...) to view the actions you can take with your connections, including emailing and scheduling an appointment
   - Click Schedule to open your connection’s Starfish calendar (if you do not see a schedule option, that individual does not have appointment availability posted in Starfish)

4. Select Appointment Type & Reason
   - Click the available appointment type to display a list of appointment reasons
   - Select the appropriate reason for the appointment from the list and click continue
   - Using the mini calendar in the left corner, click on a date or select a date range—this will display a list of available appointment slots on your connection’s Starfish calendar
   - Select an appointment slot and click continue

5. Schedule Your Appointment
   - Review appointment date and time, meeting instructions (if any), and reason for visit. If your appointment is course specific, click the link to add a course then click save—this is optional
   - Use the drop-down arrow to select a location (Note: multiple locations will only appear if available)
   - Provide the appointment provider with a description of what you wish to discuss during your appointment
   - Click Confirm to schedule the appointment
   - You will receive a confirmation email to the email address listed in your email preferences

Questions?
EMAIL STARFISH@UNCG.EDU FOR SUPPORT