


Create an Appointment

Step	Directions
1	Click the  in the top left-hand corner of your Starfish homepage and select My Success Network
2	Stroll down to Your Connections channel to view the individuals who support you at UNCG
3	Click the (...) beside Your Connections name
4	Click Schedule to open you're your Connections Starfish calendar (if you do not see a schedule button, that individual does not have appointment availability posted in Starfish)
5	Click the available appointment type to display a list of appointment reasons
6	Select the appropriate reason for the appointment from the list and click Continue
7	Using the mini calendar in the left corner, click on a date or select a date range to display a list of available appointment slots on Your Connections Starfish calendar
8	Select an appointment slot and click Continue
9	Review your appointment date and time, meeting instructions(if any), and reason for the visit. If your appointment is course specific, click the link to add a course then click Save
10	Use the drop-down arrow to select a location (Note: multiple locations will appear if available)
11	Provide Your Connection with a description of what you wish to discuss during your appointment
12	Click Confirm to schedule the appointment. You will receive a confirmation email to the email address listed in your email preferences