Create an Appointment

Step	Directions
1	Log into Starfish via starfish.uncg.edu
2	Click the ☰ in the top left-hand corner of your Starfish homepage and select **My Success Network**
3	Stroll down to **Your Connections** channel to view the individuals who support you at UNCG
4	Click the **(...)** beside **Your Connections** name
5	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)
6	Click the available appointment type to display a list of appointment reasons
7	Select the appropriate reason for the appointment from the list and click **Continue**
8	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
9	Select an appointment slot and click **Continue**
10	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**
11	Use the **drop-down arrow** to select a location (Note: multiple locations will appear if available)
12	Provide **Your Connection** with a description of what you wish to discuss during your appointment
13	Click **Confirm** to schedule the appointment. You will receive a confirmation email to the email address listed in your email preferences

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