

# How to Schedule Appointments in Starfish


## 1 OPEN STARFISH

- ◆ Log in at [starfish.uncg.edu](http://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:

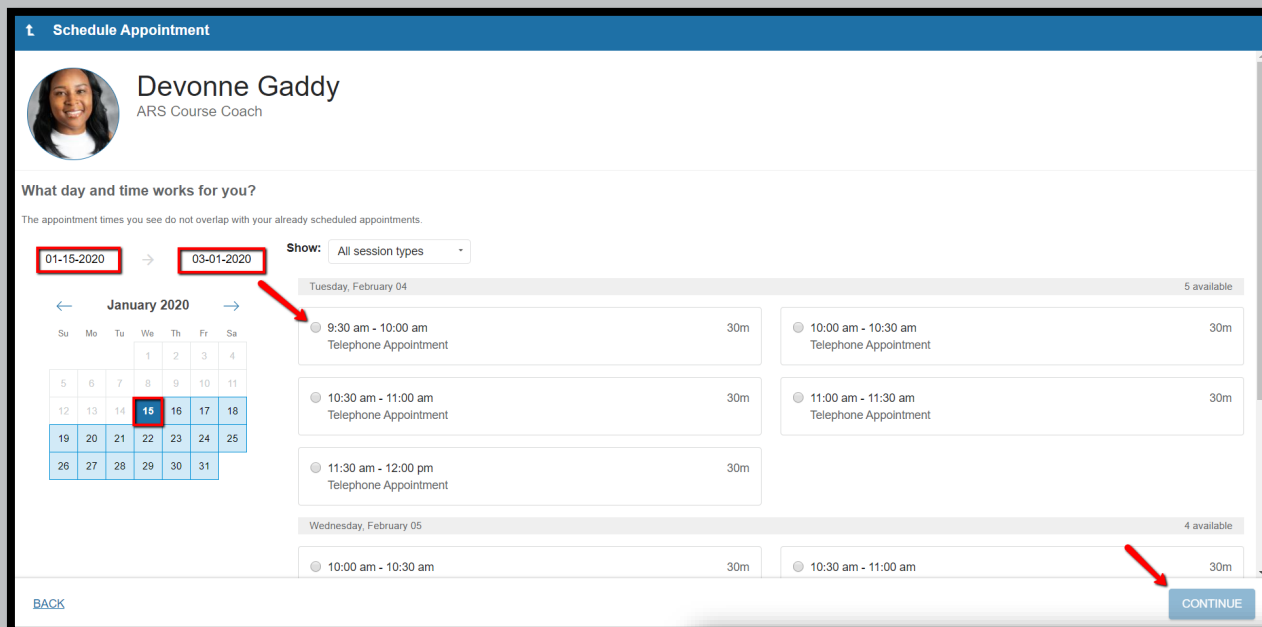
- ◆ Click the  icon to open your navigation menu
- ◆ Click on your name and update your profile
- ◆ Set your appointment reminders preferences. *Appointment reminders are strongly recommended*

## 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
- ◆ 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**



**Schedule Appointment**

Devonne Gaddy  
ARS Course Coach

What day and time works for you?

The appointment times you see do not overlap with your already scheduled appointments.

01-15-2020 → 03-01-2020 Show: All session types

January 2020

Tuesday, February 04 5 available

- 9:30 am - 10:00 am Telephone Appointment 30m
- 10:00 am - 10:30 am Telephone Appointment 30m
- 10:30 am - 11:00 am Telephone Appointment 30m
- 11:00 am - 11:30 am Telephone Appointment 30m
- 11:30 am - 12:00 pm Telephone Appointment 30m

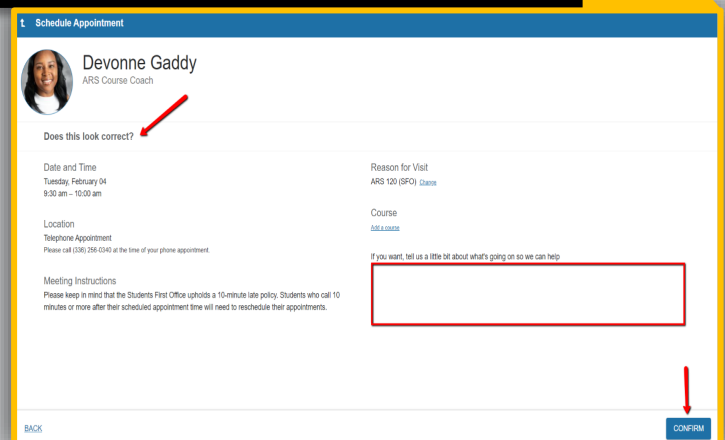
Wednesday, February 05 4 available

- 10:00 am - 10:30 am 30m
- 10:30 am - 11:00 am 30m

BACK 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



**Schedule Appointment**

Devonne Gaddy  
ARS Course Coach

Does this look correct?

Date and Time  
Tuesday, February 04  
9:30 am - 10:00 am

Reason for Visit  
ARS 120 (SFO) class

Location  
Telephone Appointment  
Please call (336) 336-0340 at the time of your phone appointment.

Course  
ARS 120

If you want, tell us a little bit about what's going on so we can help:

Meeting Instructions  
Please keep in mind that the Students First Office upholds a 10-minute late policy. Students who call 10 minutes or more after their scheduled appointment time will need to reschedule their appointments.

BACK CONFIRM