

Starfish Student – Scheduling, Editing, and Canceling Appointments

This help aid outlines the necessary steps to schedule, edit, and cancel an appointment through Starfish. The steps are listed first and detailed steps follow.

Quick Steps to Schedule an Appointment / Edit or Cancel an Appointment

1. Click the **hamburger menu** button (☰).
2. Select **My Success Network**.
3. Find an advisor, and click on the **caret** (▼) icon.
4. Select **Schedule**.
5. Select an **appointment type**.
6. Click **Continue**.
7. Adjust the **date and time** on the **calendar**.
8. Select a **day and time** that best fits with your schedule.
9. Click **Continue**.
10. Enter a **description**.
11. Click **CONFIRM**.
12. To **edit**, click the **hamburger menu** button (☰) and select **Upcoming**.
13. Click the **pencil** (✎) icon and edit.
14. To **cancel an appointment**, click the close (✕) button.

Scheduling an Appointment

1. Click the **hamburger menu** button (☰) to reveal the sidebar (see *Figure 1* for steps 1-2).
2. Select **My Success Network** to access available contacts.
3. The **My Success Network** appears. A list of all instructors, advisors, and services populate the page.
4. To **schedule an appointment**, find the advisor or instructor card.
5. Right-click on the **caret** (▼) icon to toggle an options menu (reference *Figure 2* for steps 5-6).
6. Select **Schedule** and a new page opens.

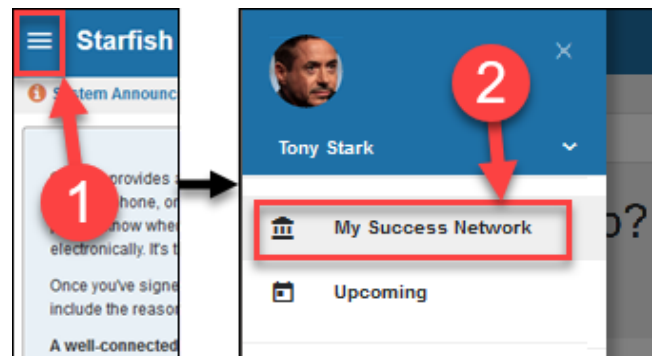


Figure 1

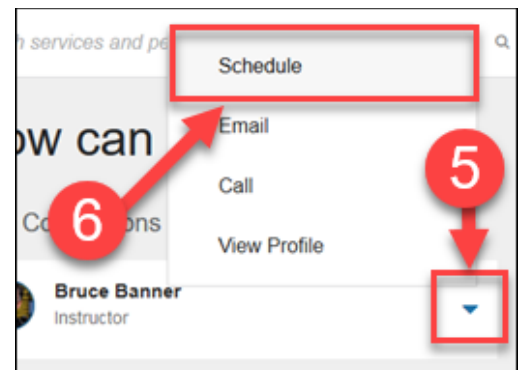


Figure 2

7. Under the **What do you need help with?** section, click the **appointment type** (advising, group session, etc.). A list of options appears (reference *Figure 3* for steps 7-9).

8. Select an option that best fits your needs (declare major, add/drop, re-entry etc.).

9. Click the **Continue** button. A new page appears.

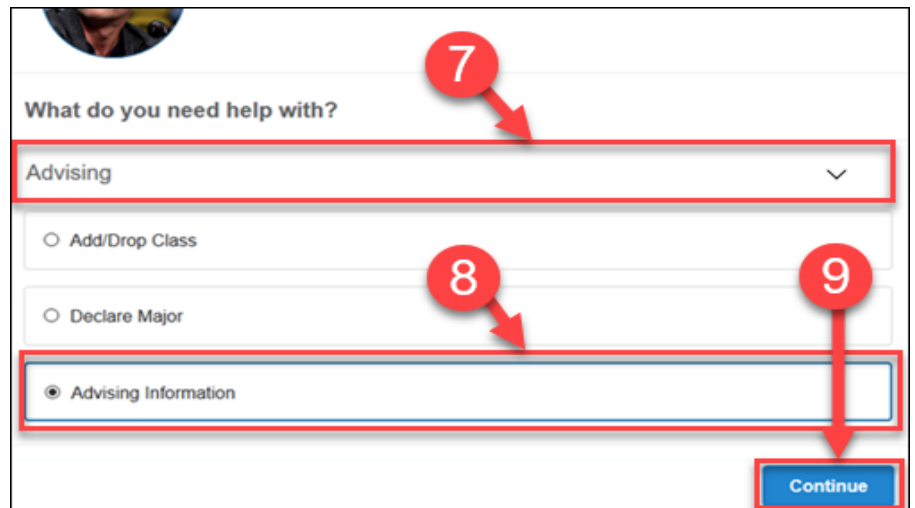


Figure 3

10. Adjust the **date range on the calendar** to find the optimal time and date for an appointment (reference *Figure 4* for steps 10-12).

11. Select a **time and date** option.

12. Click **Continue**. This loads a confirmation page.

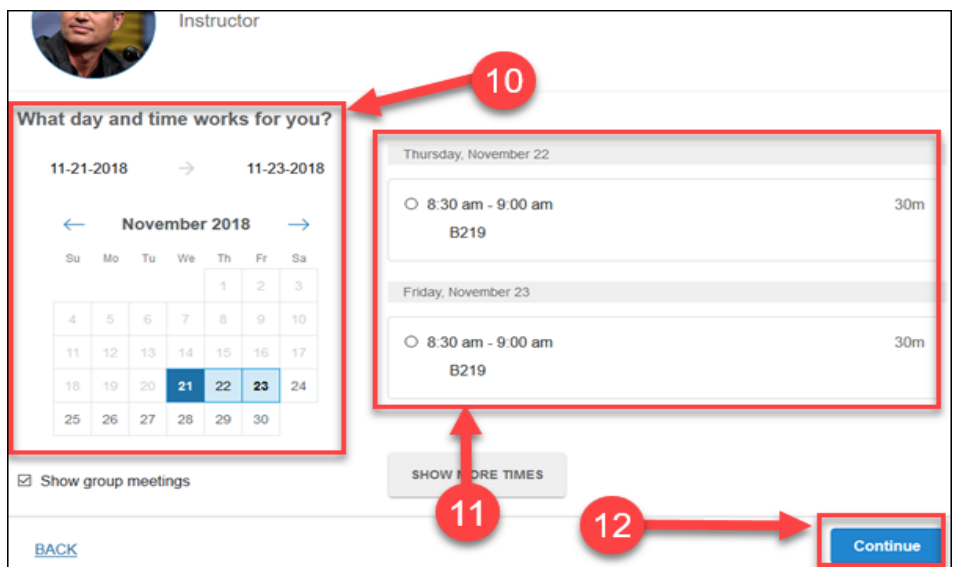


Figure 4

13. (Optional) Enter a description (reference *Figure 5* for steps 13-14).

14. Click the **Confirm** button to finish scheduling. A reminder email is sent, and the appointment is now available under the **Upcoming** page.



Figure 5

Edit or Cancel an Appointment

Note: Editing appointments, follows the same structure as *Scheduling an Appointment* shown above.

1. Click the **hamburger menu** button (☰) to reveal the sidebar.
2. Select **Upcoming** to view appointments.
3. Click the **pencil** (✎) icon to edit any details about the appointment (reference *Figure 6* for steps 3-4).
4. To **cancel an appointment**, click the close (✕) button.

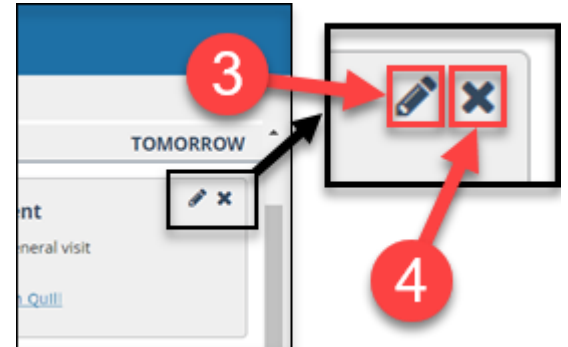


Figure 6

This concludes the help aid.