Scheduling Appointments

1. Log into Starfish.
2. In My Success Network, click on the arrow behind the individual’s name.

3. Select Schedule.
4. Click on the correct Role (Ex. Advising).
5. Click the appropriate reason and select Continue.
6. Select a date and time.
7. If the dates and times shown do not work for you, click the ending date of the date range above the monthly calendar to see future availability. Then select Show More Times at the bottom of the screen.

8. Continue Step 7 until you find a time that works for you.
9. Click Continue.