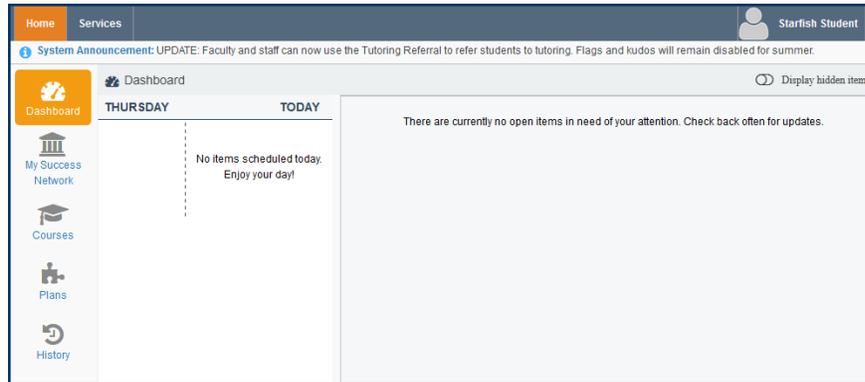


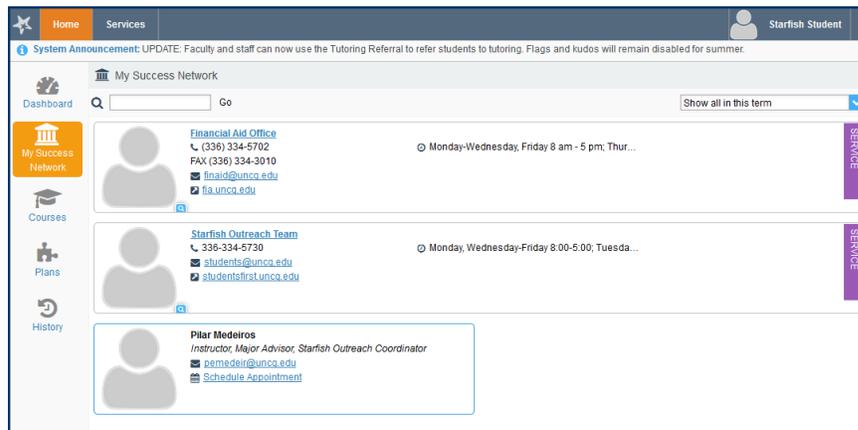
How to Make an Appointment with an Instructor or an Advisor in Starfish

The Starfish CONNECT calendar makes it easy for students to schedule an appointment with instructors and academic advisors who have set up office hours in Starfish. Students can find available office hours for their advisors and instructors and select an appointment time that fits with their own schedules.

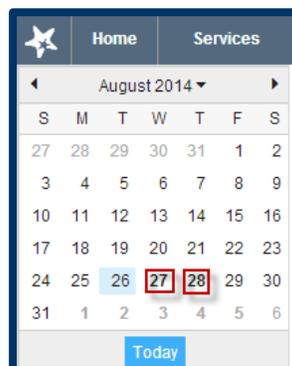
1. Open Starfish.



2. Under the “My Success Network” section, you will see a list of all UNCG faculty, advisors, and staff to whom you have Starfish access. Use the scroll tool to find your instructor and/or advisor’s name. Select **Schedule Appointment**.



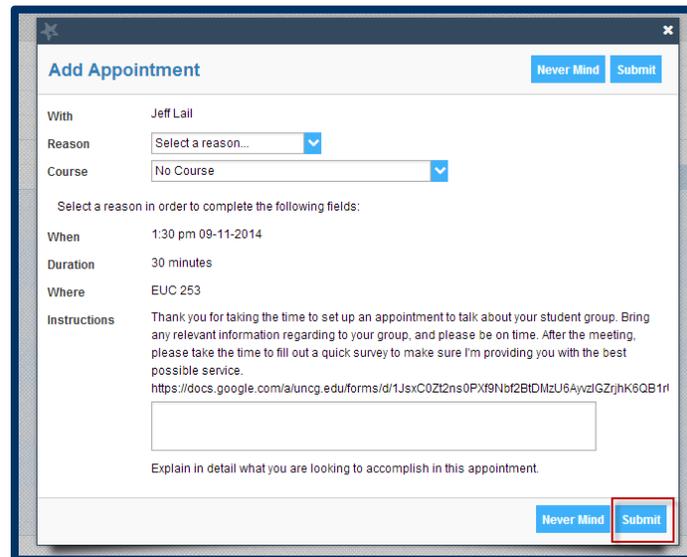
3. Look at the calendar on the left side of the page. Dates in bold (as shown below) are dates in which there are spaces available.



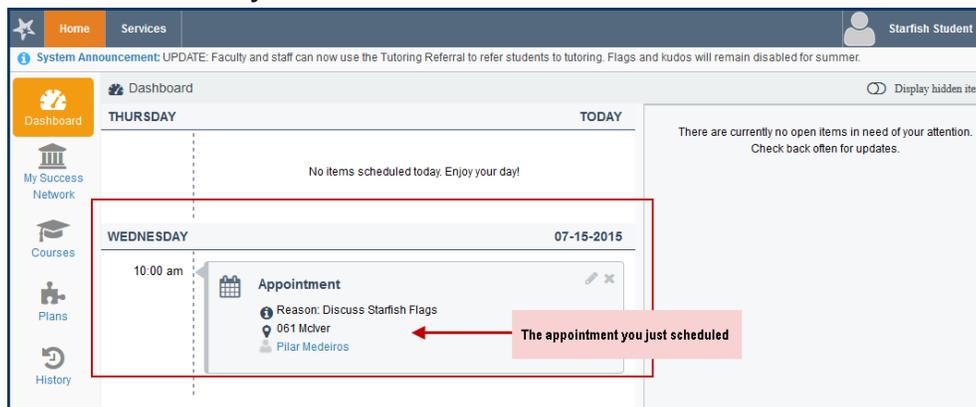
4. Click on the **date** that you would like to have an appointment. Once you've chosen your date, click on the **green plus sign** beside the time that you would like to have your appointment.



5. You will see a confirmation of the date and time you selected. You will be prompted to choose reasons and/or courses for which you would like to meet. You will also have an opportunity to explain the reason for the appointment.

A screenshot of the "Add Appointment" form. At the top right are "Never Mind" and "Submit" buttons. The form contains the following fields: "With" (Jeff Lail), "Reason" (a dropdown menu with "Select a reason..." selected), "Course" (a dropdown menu with "No Course" selected), "When" (1:30 pm 09-11-2014), "Duration" (30 minutes), and "Where" (EUC 253). Below these is an "Instructions" section with a text area containing a Google Docs link. At the bottom right, the "Submit" button is highlighted with a red box.

6. Click **Submit** when you are finished. Your appointment has been scheduled and you will receive an email to your UNCG email account. You can also see details of your appointment by visiting your Starfish Student Dashboard at any time.



Note about Appointment Reminders: You can sign up for email appointment reminders by updating your Notification settings in your Student Profile. Just click on your name on your Starfish homepage and update your preferences as desired.

The screenshot displays the Starfish Student Profile page. At the top right, a navigation bar includes 'Home', 'Services', and a 'Starfish Student' profile icon. A pink callout box with an arrow points to the profile icon, containing the text: 'STEP 1: Click on your name to access your profile settings'. Below the navigation bar, the profile information is organized into sections. On the left, there is a placeholder for a profile picture with an 'Upload Photo' button and a pink callout box stating: 'Only your instructors and advisors will see this photo.' The main section is titled 'Contact Information' and includes fields for 'Login' (starfish.student), 'Institution Email' (hmgrabow@uncg.edu), and 'Alternate Email'. Below these are radio buttons for 'Send correspondence to', with 'Institution Email' selected. There are also fields for 'Phone', 'Cell Phone', and 'Video Phone', and a 'Time zone' dropdown menu set to '(GMT-05:00) Eastern Time' with a 'Display all time zones' checkbox. The 'Weekly Updates' section has a checked checkbox for 'Send me a weekly status update about My Success Network'. Below this is the 'Reminder Preferences' section, which is highlighted with a pink callout box and an arrow. The callout box contains the text: 'Set your appointment reminder preferences here!'. The 'Reminder Preferences' section includes a checkbox for 'Email me' followed by a dropdown menu set to '15' and the text 'minutes before the start of an appointment'. Below that is another checked checkbox for 'Email me at' followed by a dropdown menu set to '8:00 AM', another dropdown menu set to 'the day of', and the text 'an appointment'.