

Success Network Instructions

Powered by Starfish Solutions

How to Schedule/Change an Appointment

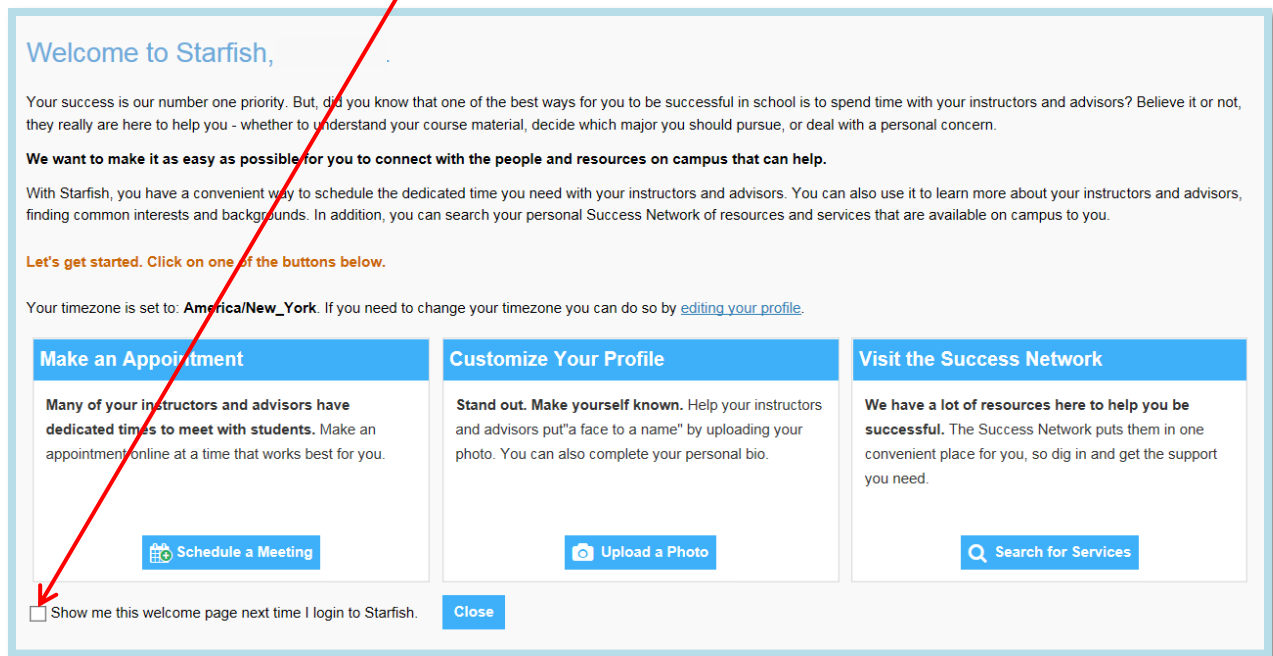
If you have not already done so, click on one of the icons on the [Success Network website](#) to log in.



Once you log in, you will have three options:

- Make an Appointment
- Customize Your Profile
- Visit the Success Network

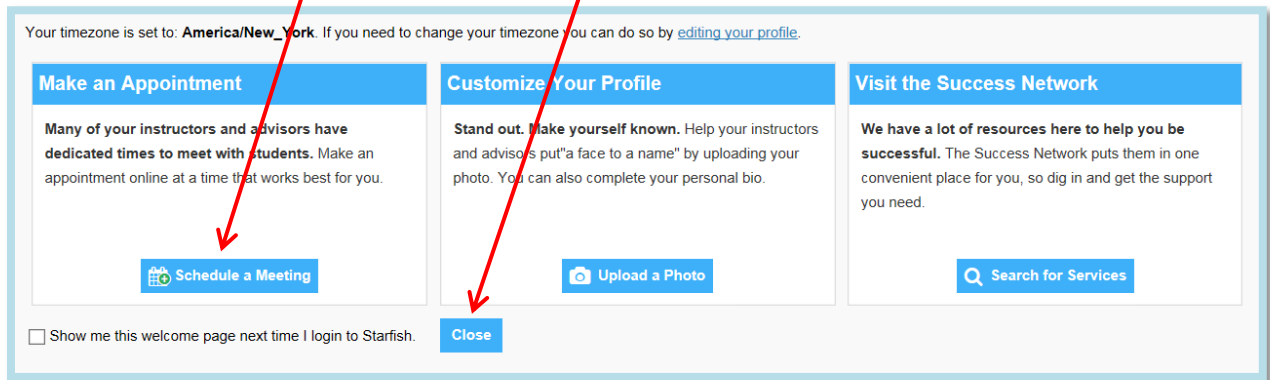
Note: Be sure to check this box if you would like to see this page every time you log to the system.

A screenshot of the Starfish welcome page. At the top, it says 'Welcome to Starfish,'. Below that is a paragraph of text: 'Your success is our number one priority. But, did you know that one of the best ways for you to be successful in school is to spend time with your instructors and advisors? Believe it or not, they really are here to help you - whether to understand your course material, decide which major you should pursue, or deal with a personal concern.' This is followed by a bolded statement: 'We want to make it as easy as possible for you to connect with the people and resources on campus that can help.' Another paragraph follows: 'With Starfish, you have a convenient way to schedule the dedicated time you need with your instructors and advisors. You can also use it to learn more about your instructors and advisors, finding common interests and backgrounds. In addition, you can search your personal Success Network of resources and services that are available on campus to you.' Below this is a line: 'Let's get started. Click on one of the buttons below.' Then, 'Your timezone is set to: America/New_York. If you need to change your timezone you can do so by [editing your profile](#).' The main content area has three columns. The first column is titled 'Make an Appointment' and contains the text: 'Many of your instructors and advisors have dedicated times to meet with students. Make an appointment online at a time that works best for you.' Below this text is a blue button with a calendar icon and the text 'Schedule a Meeting'. The second column is titled 'Customize Your Profile' and contains the text: 'Stand out. Make yourself known. Help your instructors and advisors put "a face to a name" by uploading your photo. You can also complete your personal bio.' Below this text is a blue button with a camera icon and the text 'Upload a Photo'. The third column is titled 'Visit the Success Network' and contains the text: 'We have a lot of resources here to help you be successful. The Success Network puts them in one convenient place for you, so dig in and get the support you need.' Below this text is a blue button with a magnifying glass icon and the text 'Search for Services'. At the bottom left of the page, there is a checkbox with the text 'Show me this welcome page next time I login to Starfish.' and a blue 'Close' button to its right. A red arrow points from the 'Note' above to this checkbox.

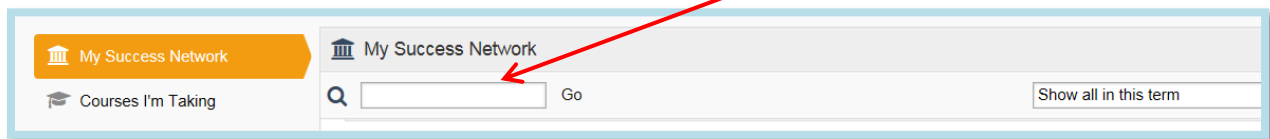
Make an Appointment

If you have just logged into the system don't forget to set up your profile.

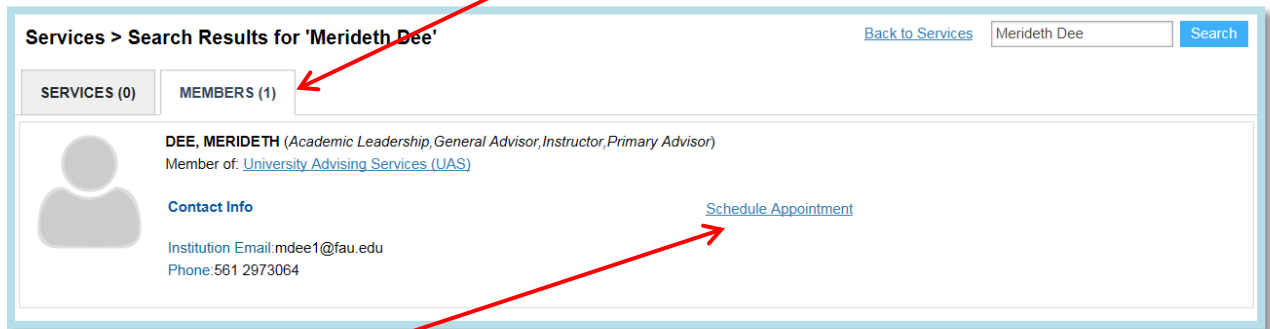
1. To schedule an appointment, you can either:
 - Click **Schedule a Meeting** or click **Close** (this will take you to the main page)



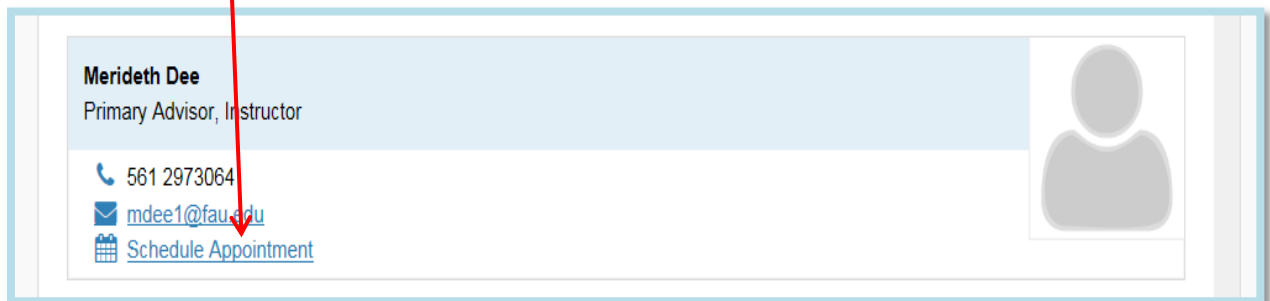
2. From the main page, scroll until you find your advisor or an advisor to make an appointment with.
 - You can also type in the advisors name in the **search box**.



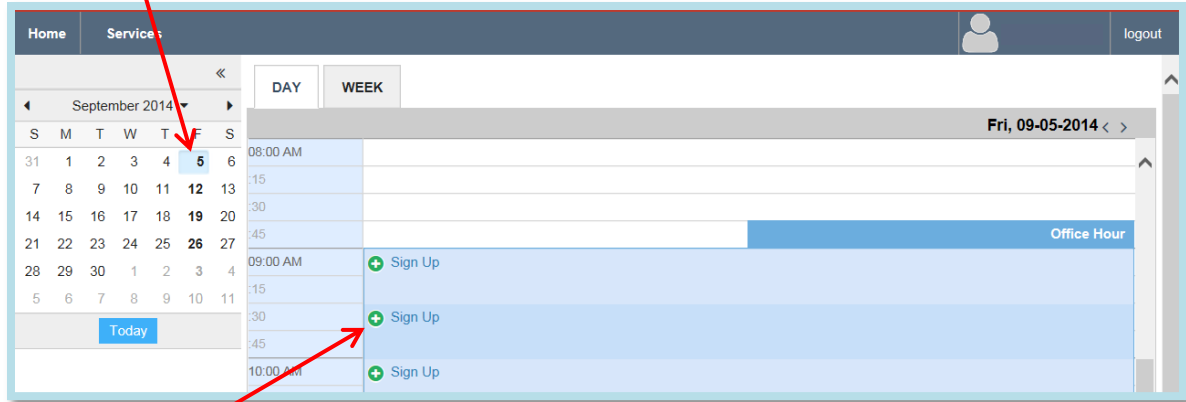
Note: Be sure to check the **Members** tab to see your advisor.



3. Click the **Schedule Appointment** link to make an appointment.



4. Use the small calendar on the left to quickly identify days with available office hours (available days will be shown in **bold**). Click the desired date in the small monthly calendar to display availability on that day.



5. Click the **Sign Up** link associated with the desired time slot.
6. Complete the form by selecting:
- **Reason** for the meeting
 - **Course** (if applicable).
 - An explanation of what you need so that your advisor can be prepared for the meeting.

The screenshot shows a form titled 'Add Appointment'. At the top right are buttons for 'Never Mind' and 'Submit'. The form contains the following fields:

- With:** Merideth Dee
- Reason:** Select a reason... (dropdown menu)
- Course:** No Course (dropdown menu)
- When:** 9:00 am 09-05-2014
- Duration:** 30 minutes
- Where:** UAS - SU-80, Room 201

Below the 'Where' field is a text area with the prompt 'Explain in detail what you are looking to accomplish in this appointment.' At the bottom right are buttons for 'Never Mind' and 'Submit'. A red arrow points from the 'Submit' button to the next step.

7. Click the **Submit** button to set your appointment. You will get an email with the appointment details and the appointment will be listed in the **Appointments Channel**. To change an existing appointment, click the Appointments Channel, then click the calendar icon (📅) to open the Appointment Menu. From here you can Cancel or Edit an existing appointment.

