

1. Login



- ★ Log in to **The Q**.
- ★ Click on the **Blackboard Learn** icon.
- ★ Click on **Starfish login** at the top.
- ★ Within Starfish, click on your **Home** page.

2. See Available Appointments



- ★ From your **Home** page, locate your **Success Network**.
- ★ Your **Success Network** contains a list of people and services on campus who are here to help you succeed.
- ★ Only people and service areas who are using the Starfish appointment system will show “**see available appointments**” under their name.
- ★ Click on “**see available appointments.**” This will take you to that person’s (or service area’s) appointment calendar.

3. Sign Up for Appointment



- ★ You can view available appointments by **DAY** or **WEEK** simply by selecting the designated tab.
- ★ You can also move forward on the calendar by clicking on the days within the monthly calendar on the upper left hand corner or on either of the arrows on the month, week, or day view.
- ★ Select from any of the available designated times and click on “**Sign Up.**”

4. Enter Appointment Details



- ★ After clicking “**Sign Up,**” the **Add Appointment** box will pop open.
- ★ Select your **Reason**, **Course** (*if applicable*), and enter a **Description** of what you’d like to accomplish during your appointment.
- ★ Click “**Submit.**” A confirmation containing details (*time/date, location, etc.*) will be sent to your Qmail, and you’ll see your scheduled appointments show up on your Starfish **Home** page, under **Appointments**.

Note:

Not everyone or every service area is using Starfish appointments. To request an appointment you can contact them directly. For their contact information, simply click on their name within your **Success Network**.

