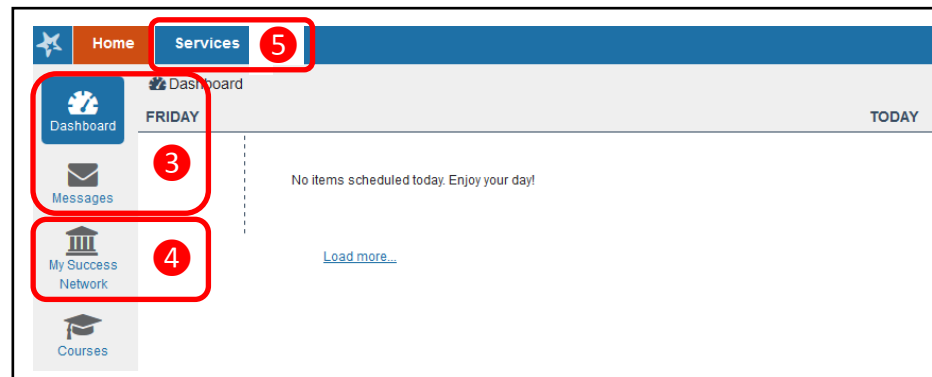


STARFISH GUIDE

Starfish is an academic success tool. Use it to schedule appointments with advisers, contact instructors, and review course progress.

- 1 Log-in to Starfish: <http://starfish.psu.edu>
- 2 [First use only] On the **Home** page, click on *your name* (top right) to upload your *photo* and set your *email preferences* for appointment reminders. Detailed instructions are found here: <http://sites.psu.edu/starfishinfo/user-roles/student-users/#profile>
- 3 The **Dashboard** page displays your *upcoming appointments*, *class alerts* or *flags*, and *kudos* from your instructors. The **Messages** page displays messages that have been sent to you in Starfish. You can modify your preferences to also send these messages to your email.
- 4 The **My Success Network** page shows your personalized network. Your adviser(s) and instructor(s) are listed. Click *Schedule Appointment* (if available) for the person you want to meet with (then proceed below to Step 5), or send them an email to ask how to schedule a meeting.



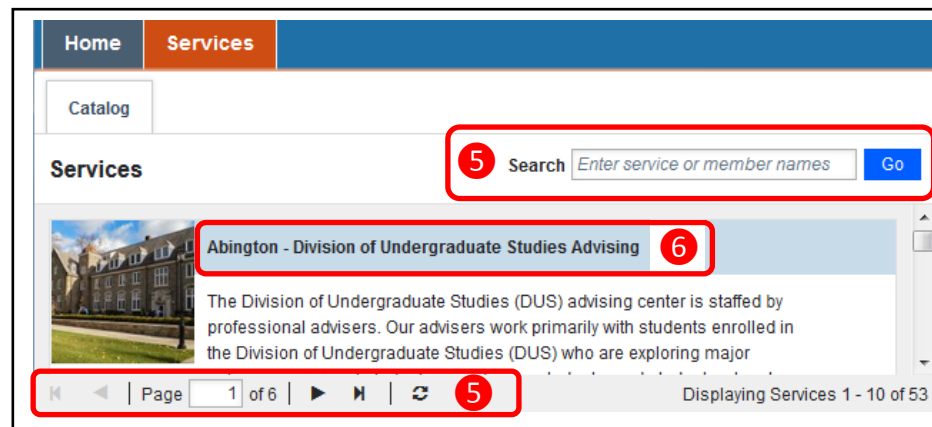
- 5 **FIND A SERVICE OR PERSON IN STARFISH** by clicking on the **Services** page to view all.
View List of Services: Use the *navigation tools* (bottom left) to move through all the pages of Starfish Services. Click on the name of the Service (*blue banner*) to expand the list of members.

Search for a Service or Member: Enter the keyword/name of a service or person in the *search box* (top right). Services appear on the **Services** tab, while individual members appear on the **Members** tab. The search function works best if you enter one keyword (e.g., a last name).

- 6 **SCHEDULE AN APPOINTMENT:** Click the name of the Service (*blue banner* or *hyperlink*) to expand the list of members. Identify the person you want to meet with and click **Schedule Appointment** to view a *calendar* of their availability for scheduled appointments and drop-in/walk-in meetings. NOTE—Drop-in/walk-in meetings do not require appointments. Simply just stop by during that timeframe and wait in line to be assisted.

Navigate through the days/weeks on the small calendar (top left) to find an available meeting time (dates indicated in boldface) that works for you. Click **+Sign Up** to schedule an appointment for that timeslot.

In the pop-up box, specify the *reason* for the appointment and fill in additional *details* to describe what you would like to discuss. Write down the date/time/location of the meeting on your personal calendar, and click **Submit** to schedule the meeting.



[Schedule Appointment](#)

Office Hours

Office Hours: Mon Apr 16 8AM-5PM

Office Hours: Tue, Wed, Thu, Fri 8AM-5PM

A screenshot of the Starfish 'Add Appointment' form. The form has a title 'Add Appointment' and two buttons: 'Never Mind' and 'Submit'. The form contains several fields: 'With' (Armentrout, Sarah), 'Reason' (a dropdown menu with a red box and a circled '6'), 'Course' (No Course), 'When' (9:00 am 04-20-2018), 'Duration' (30 minutes), and 'Where' (224B Sutherland (Inner Office)). Below these fields is a 'Details' section with a text area for 'Explain in detail what you are looking to accomplish in this appointment.' At the bottom, there is a 'Required fields' label and two buttons: 'Never Mind' and 'Submit'.