

Starfish Student Spotlight

Appointments Feature

 Log on to Starfish by visiting <u>www.etown.edu</u>, Select "Info For Student" at top menu, select Starfish button.

(Username and Password is the same Log on as JayWeb)

- 2. Once in Starfish, click "Home", then "Success Network"
- 3. Identify the individual you would like to schedule an

appointment with and select "Schedule Appointment"





Ian MacFarlane Instructor \$717-361-4773 macfarlanei@etown.edu Schedule Appointment

4. Find an open time slot that works with your schedule and click "sign up"

(Reminder: You can toggle to new dates and times at the top right of the screen)

5. Select the appropriate drop downs for "Reason", "Course", "Duration" and enter any "Details" that could assist the faculty member with a reason for the appt.

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Add Appointment		Never Mind	Submit	
With	Smith, Curtis			
* Reason		v 🛛		
Course	Complete Withdrawal	×		
Select a reason in order t	Course Withdrawal Financial Aid			
When	First-year advising			
* Duration	General Advising Visit			
* Where	Graduation Requirements Maior advising			
Details	Registration / Class Schedule			
Explain in detail what you a	SLE/Internship/Study Abroad Information			
	Seek career advice			
	Tutoring			
	Course add / withdrawal			
	Course tutoring			
* Required fields	Discuss Starfish Flag/Early Warning	Never Mind	Submit	

Time Scale 💿 5 day 🔵 7 day Thu 10/26	10-22-2017 to 10-28-2017 • Fri 10/27
Time slot taken	Time slot taken
Office Hours	s Office Hours
Time has already passed	Time slot taken
Time has already passed	
Past deadline	
Past deadline	Sign Up
•	Sign Up
Time slot taken	Sign Up
	Sign Up
Past deadline	Sign Up

6. Click Submit and your appointment is created!