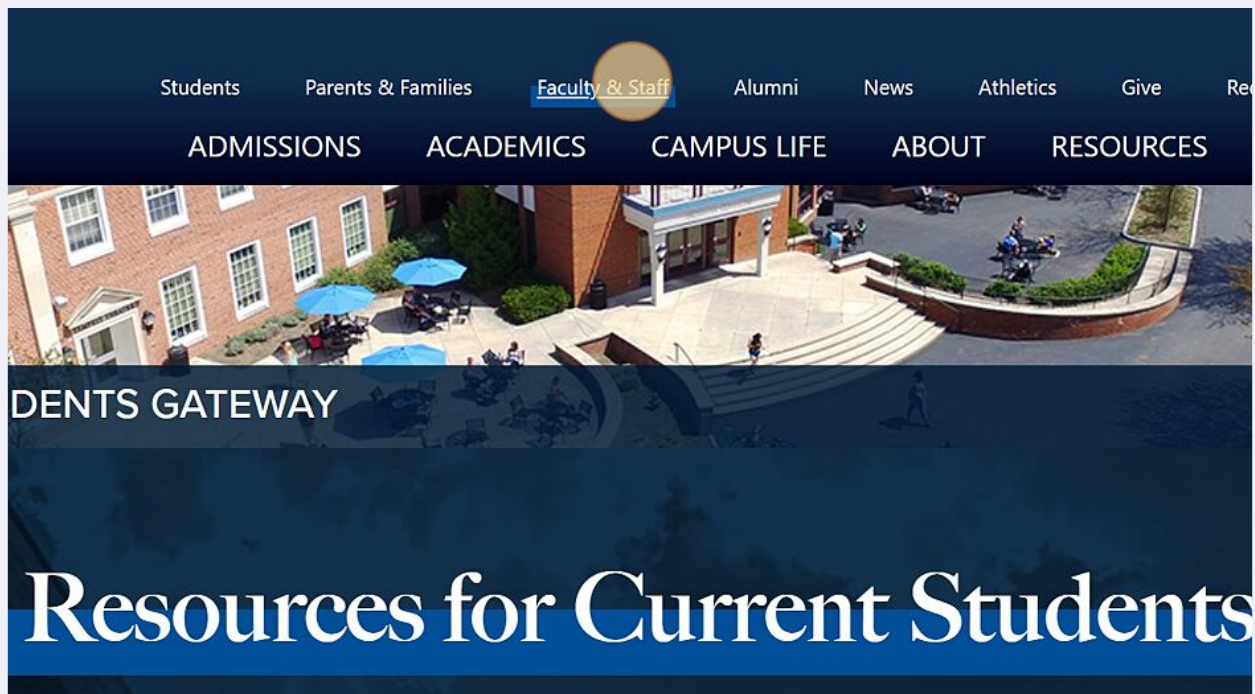


Adding an Office Location Scribe

1 Navigate to www.etaown.edu/current-students/index.aspx

2 Click "Faculty & Staff"




3 Click Starfish button.



Academic

4 Enter your Jayweb Username and password.

 Elizabethtown College

Starfish Login

[Sign in](#)

Please sign in with your Elizabethtown College email address (including @etown.edu) and password.

[Can't access your account?](#)

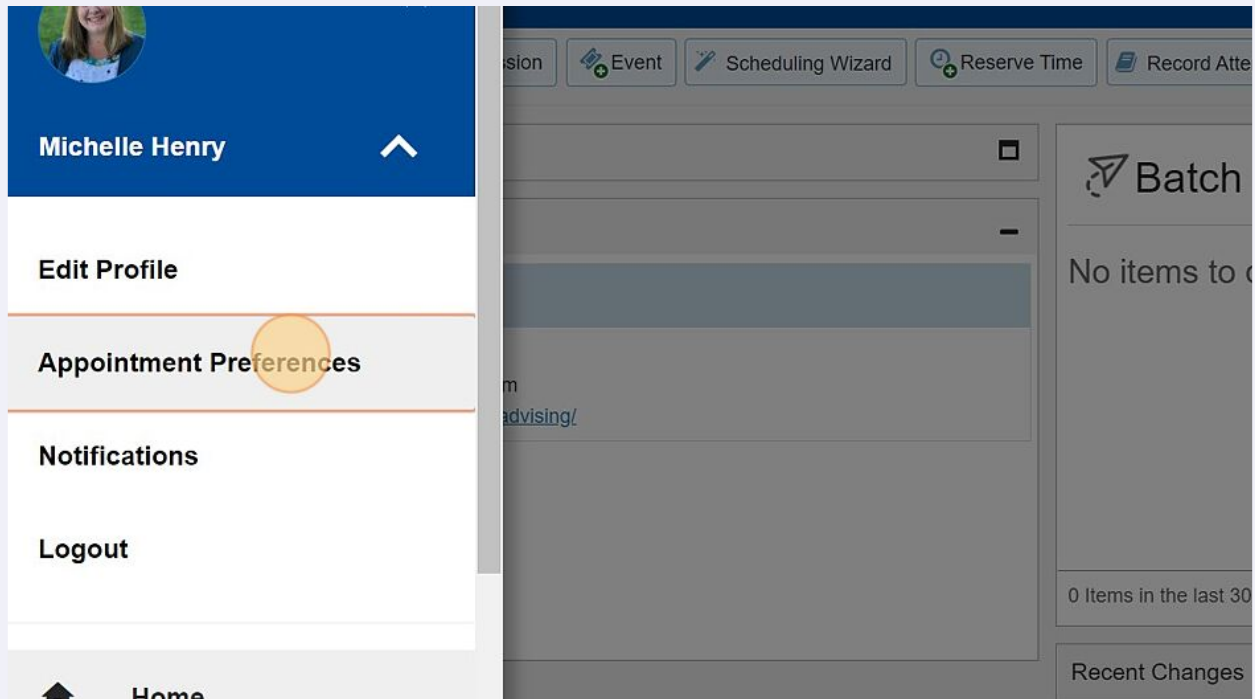
5 Click "menu"

The screenshot shows the Starfish application interface. At the top, there is a blue header with the Starfish logo and a hamburger menu icon. Below the header is a navigation bar with buttons for Office Hours, Appointment, Group Session, Event, Scheduling Wizard, Reserve Time, and Record Attendance. The main content area is divided into two sections: 'Appointments' and 'My Services'. The 'My Services' section is expanded, showing details for the 'Academic Advising Office', including a phone number (717-361-1415), hours (Monday-Friday 8:30am-5:00pm), and a website link (http://www.etown.edu/offices/advising/). On the right side, there is a 'Batch' section with the text 'No items to c' and '0 Items in the last 30'.

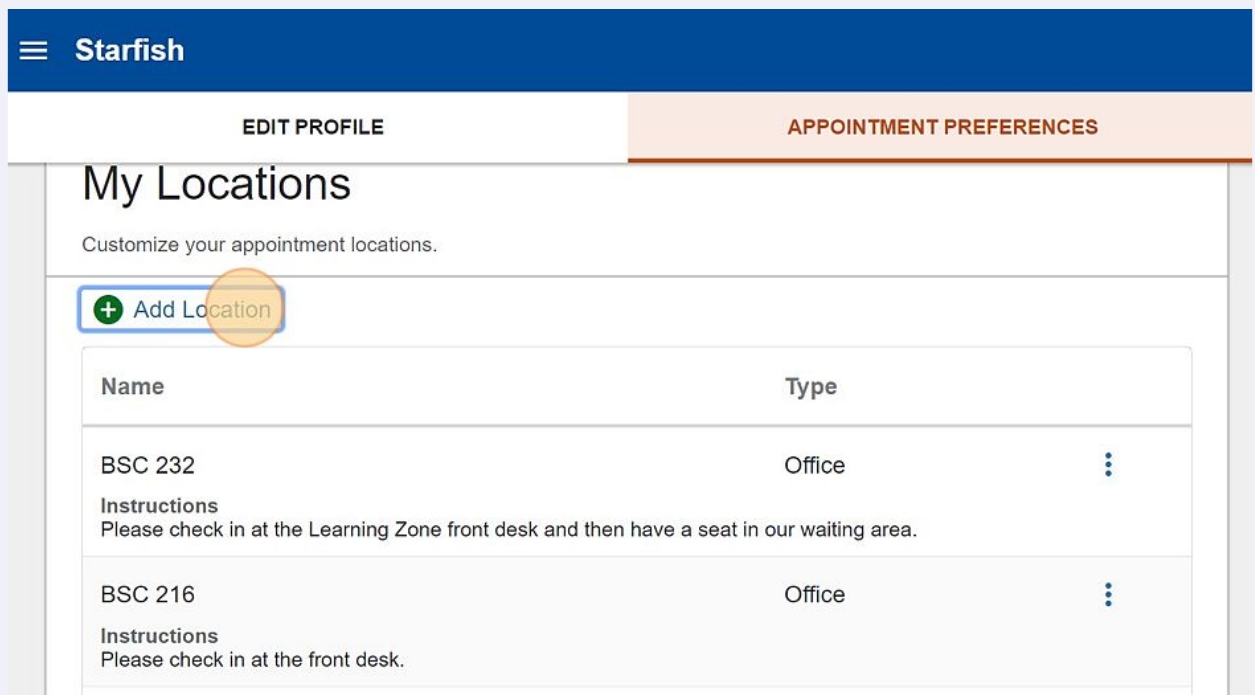
6 Click Arrow next to your name.

The screenshot shows the Starfish application interface with the user profile dropdown menu open. The menu is displayed over the 'My Services' section. The user's name, 'Michelle Henry', is shown at the top of the dropdown with a downward arrow. Below the name are four menu items: 'Home' with a house icon, 'Appointments' with a calendar icon and a downward arrow, 'Students' with a group of people icon and a downward arrow, and 'Services' with a building icon. The background of the application is dimmed.

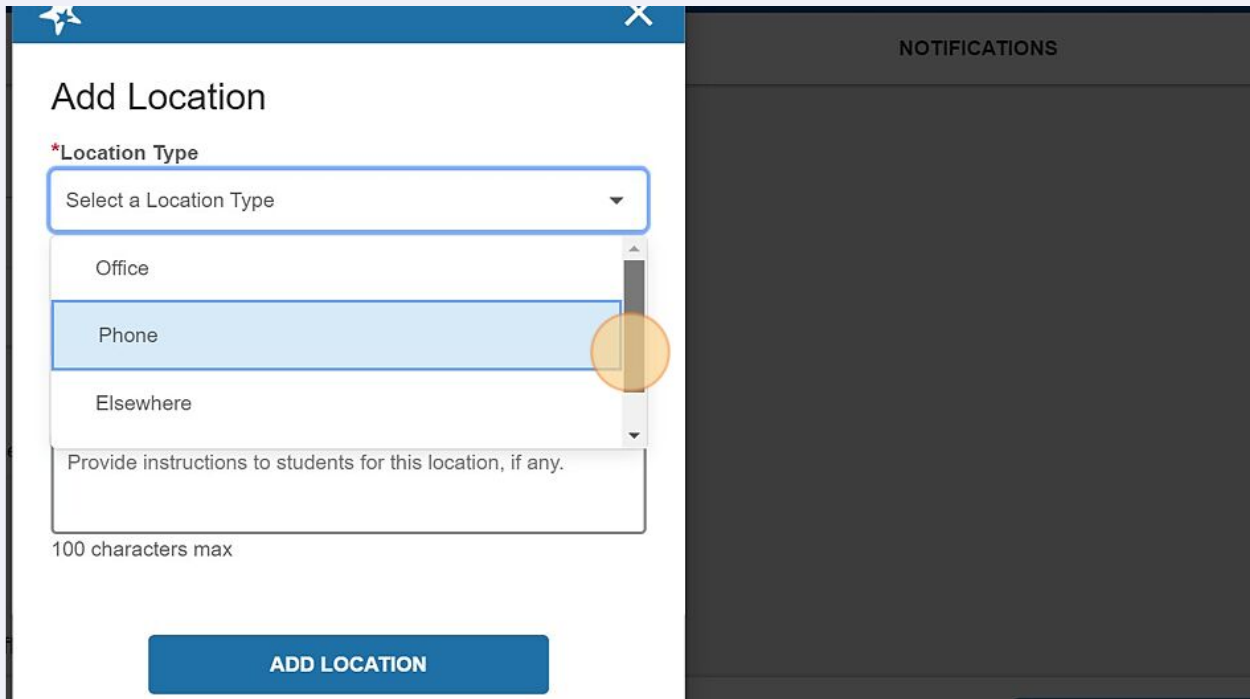
7 Click "Appointment Preferences"



8 Click "Add Location"

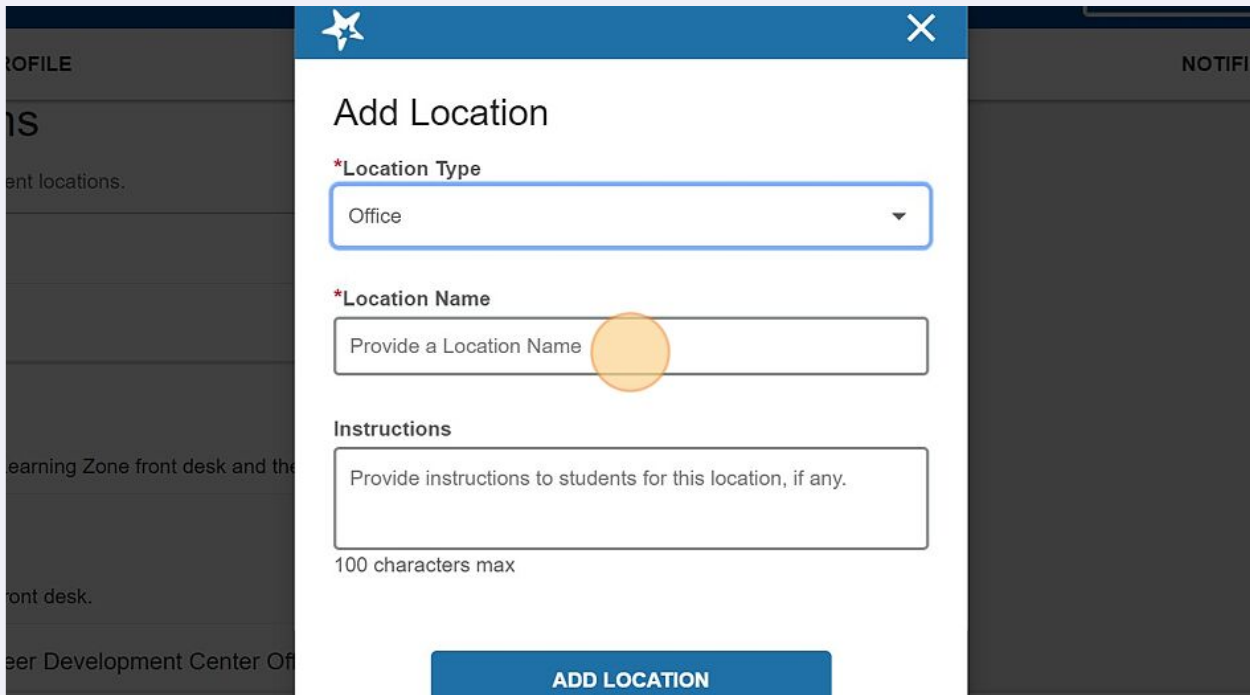


9 Select the Location Type (Office/Online/etc.)



The screenshot shows a modal dialog titled "Add Location" with a blue header bar containing a star icon and a close button. The main content area has a white background. At the top, there is a dropdown menu labeled "*Location Type" with the text "Select a Location Type" and a downward arrow. The dropdown is open, showing three options: "Office", "Phone" (which is highlighted in light blue), and "Elsewhere". Below the dropdown is a text input field with the placeholder text "Provide instructions to students for this location, if any." and a character count "100 characters max". At the bottom of the dialog is a blue button labeled "ADD LOCATION". To the right of the dialog, a dark grey sidebar is partially visible with the word "NOTIFICATIONS" at the top.

10 Enter your office location such as H110 or BSC216.



The screenshot shows the same "Add Location" dialog box. The "*Location Type" dropdown is now set to "Office". The "*Location Name" field, which has the placeholder text "Provide a Location Name", is highlighted with a light blue border and a yellow circle. Below this field is the "Instructions" section with a text input field and the same "100 characters max" label. The "ADD LOCATION" button is at the bottom. The dark grey sidebar on the right is also visible, showing "NOTIFI" at the top.

11 Enter any instructions to students for this location.

The screenshot shows a modal window titled "Add Location" overlaid on a dark background. The form contains three main sections: "Location Type" with a dropdown menu set to "Office"; "Location Name" with a text input field containing "BSC200"; and "Instructions" with a text input field containing "Provide instructions to students for this location, if any." The "Instructions" field is highlighted with a red border and a yellow circle around the word "students". Below the input fields is a blue button labeled "ADD LOCATION".

12 Click "ADD LOCATION"

This screenshot is identical to the previous one, but the "Instructions" field now contains the text "Office is located on the 2nd floor of the BSC, across from the restrooms." The blue "ADD LOCATION" button at the bottom is highlighted with a yellow circle, indicating the next step in the process.

13

Click "SAVE CHANGES"

A screenshot of a web form interface. On the left side, there are four stacked, empty text input fields. To the right of these fields is a large, empty rectangular area, possibly a text editor or a placeholder for an image. At the bottom right of the form, there is a dark blue button with the text "SAVE CHANGES" in white. A gold circular highlight is placed over the button, indicating the target for the instruction.