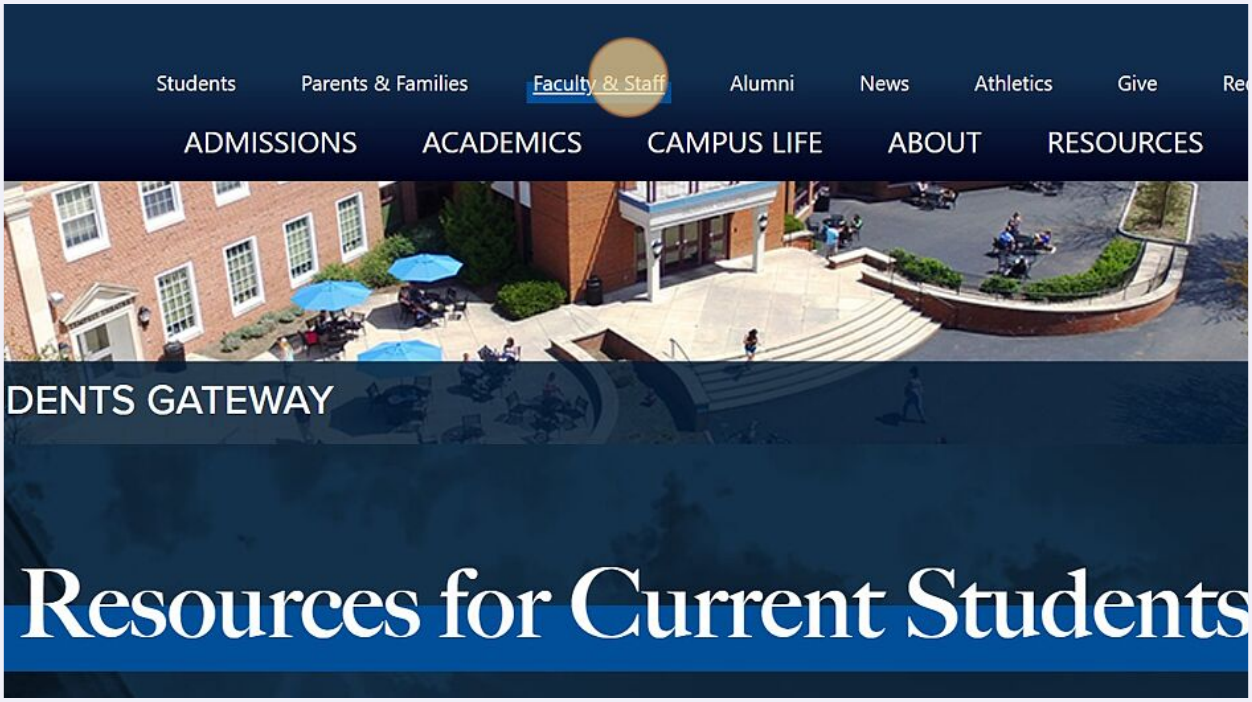
Adding an Office Location

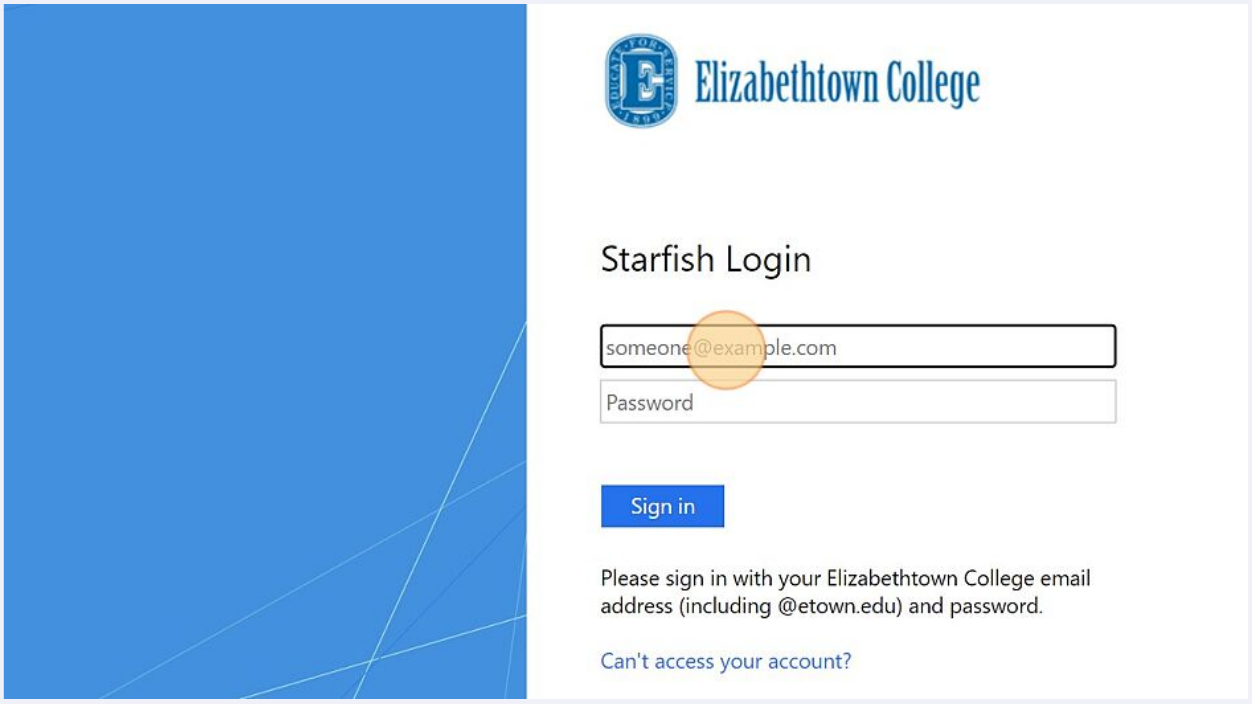
1 Navigate to www.etown.edu/current-students/index.aspx

2 Click "Faculty & Staff"

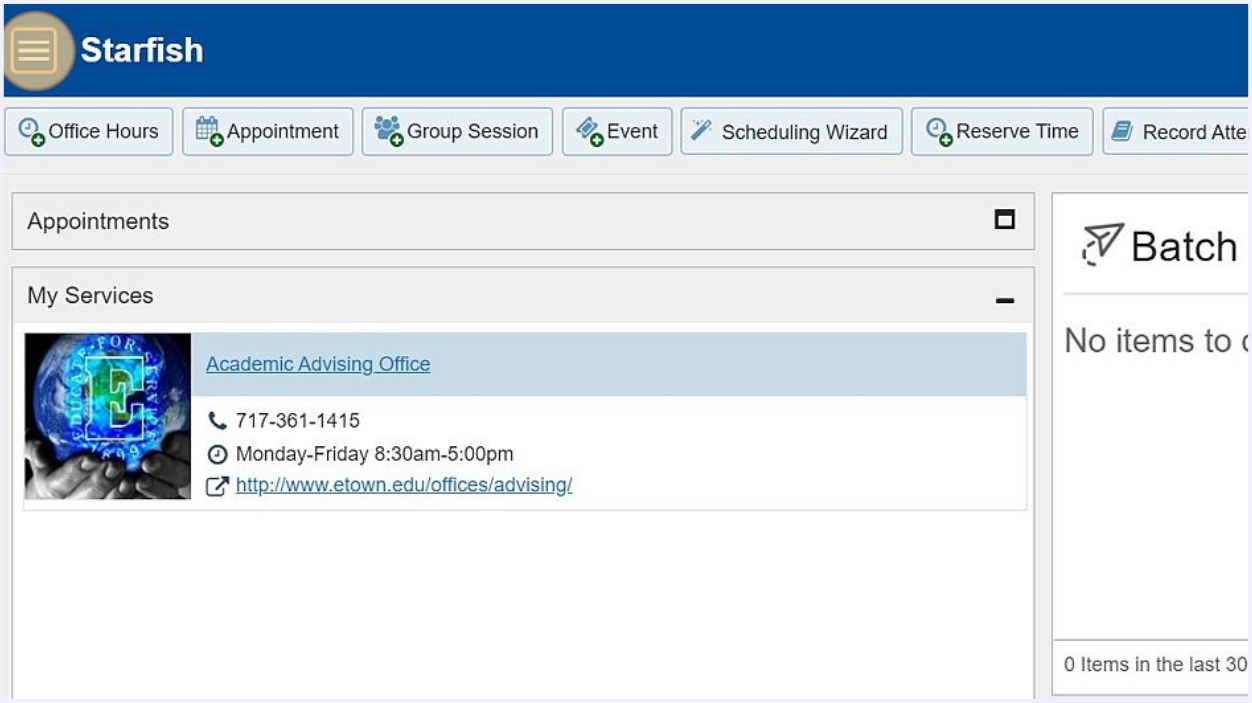


3 Click Starfish button.

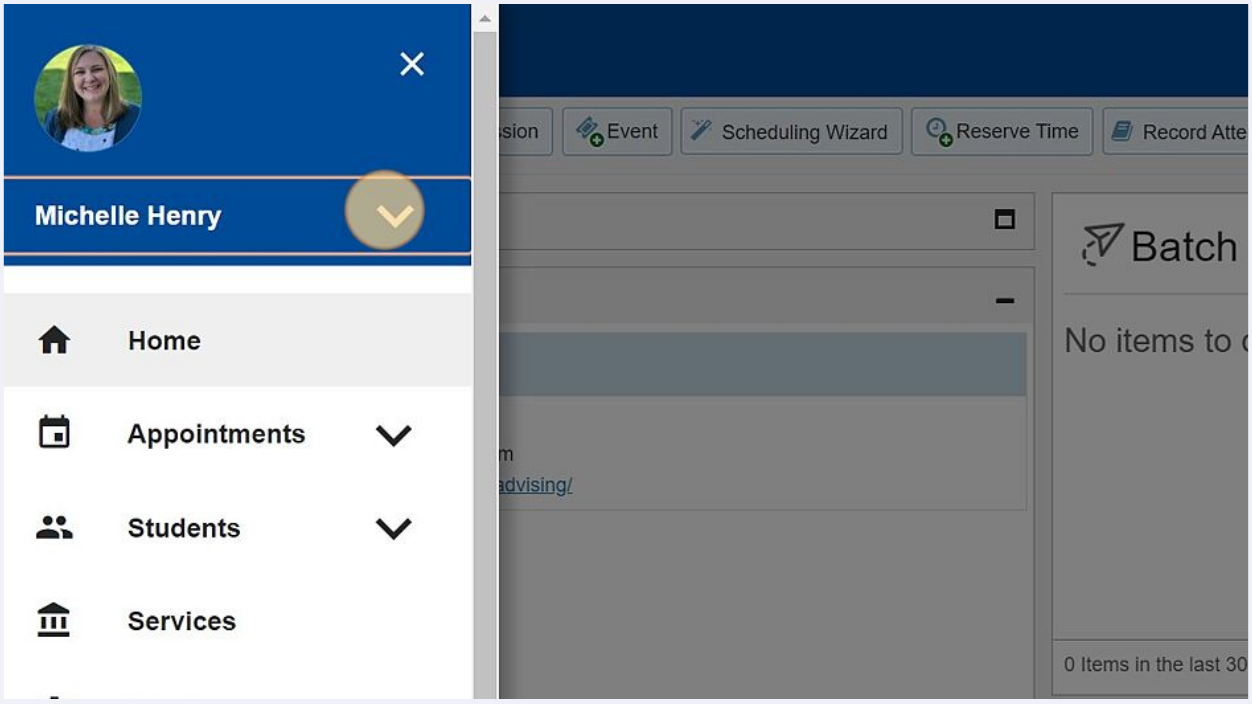
4 Enter your Jayweb Username and password.



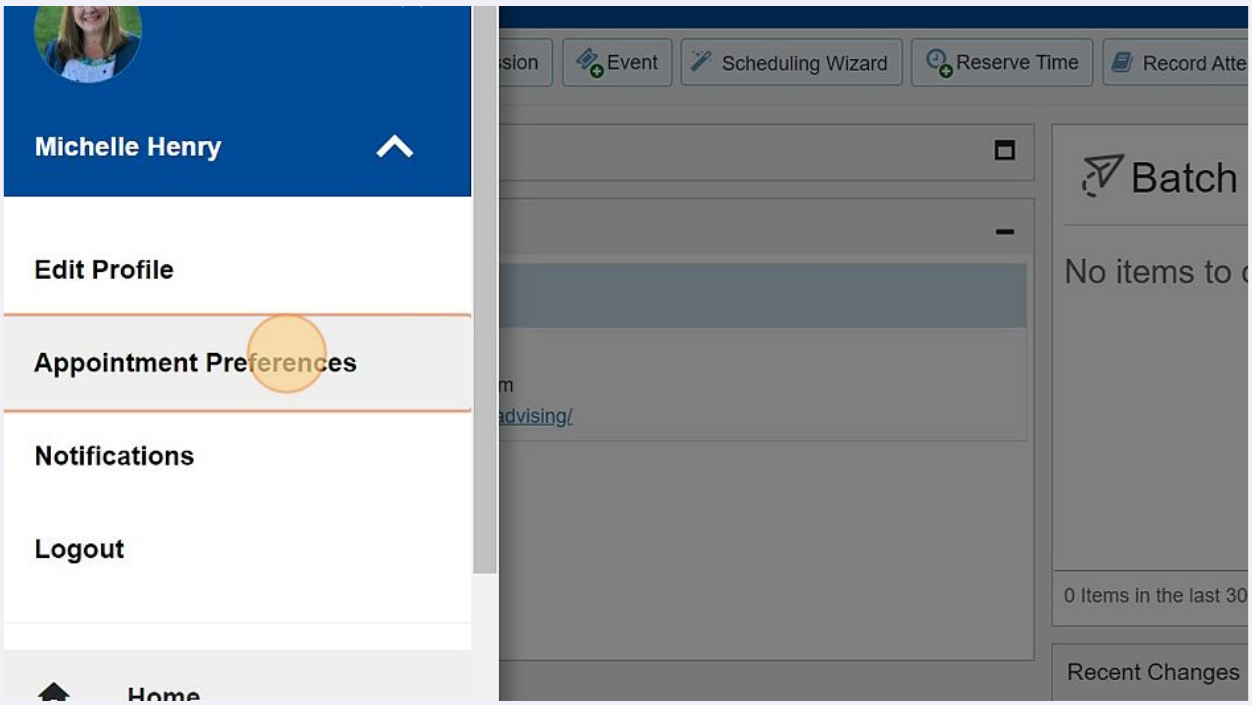
5 Click "menu"



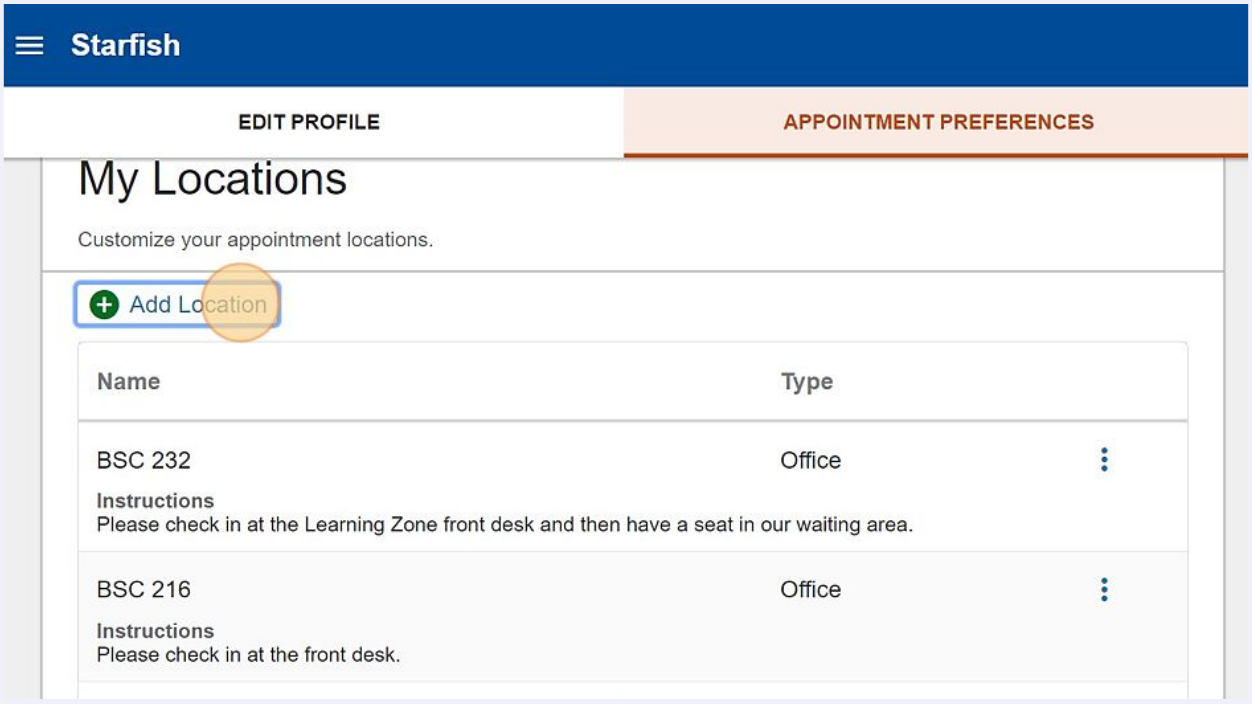
6 Click Arrow next to your name.



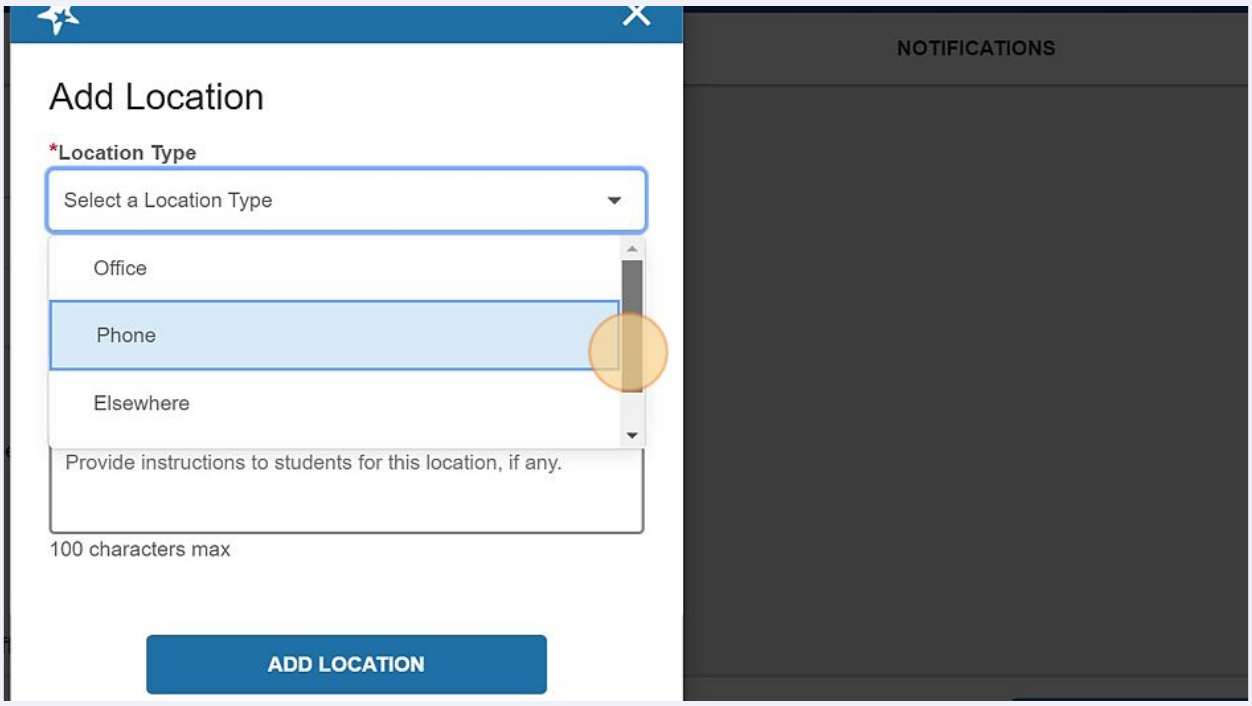
7 Click "Appointment Preferences"



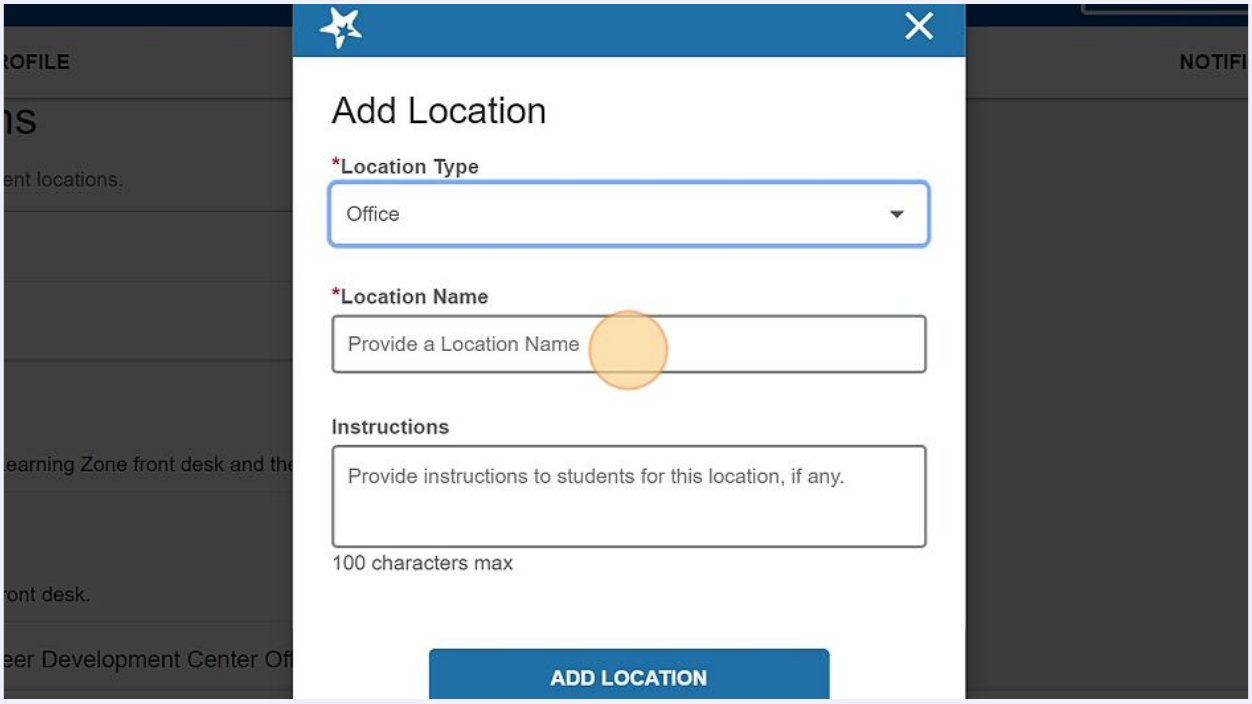
8 Click "Add Location"



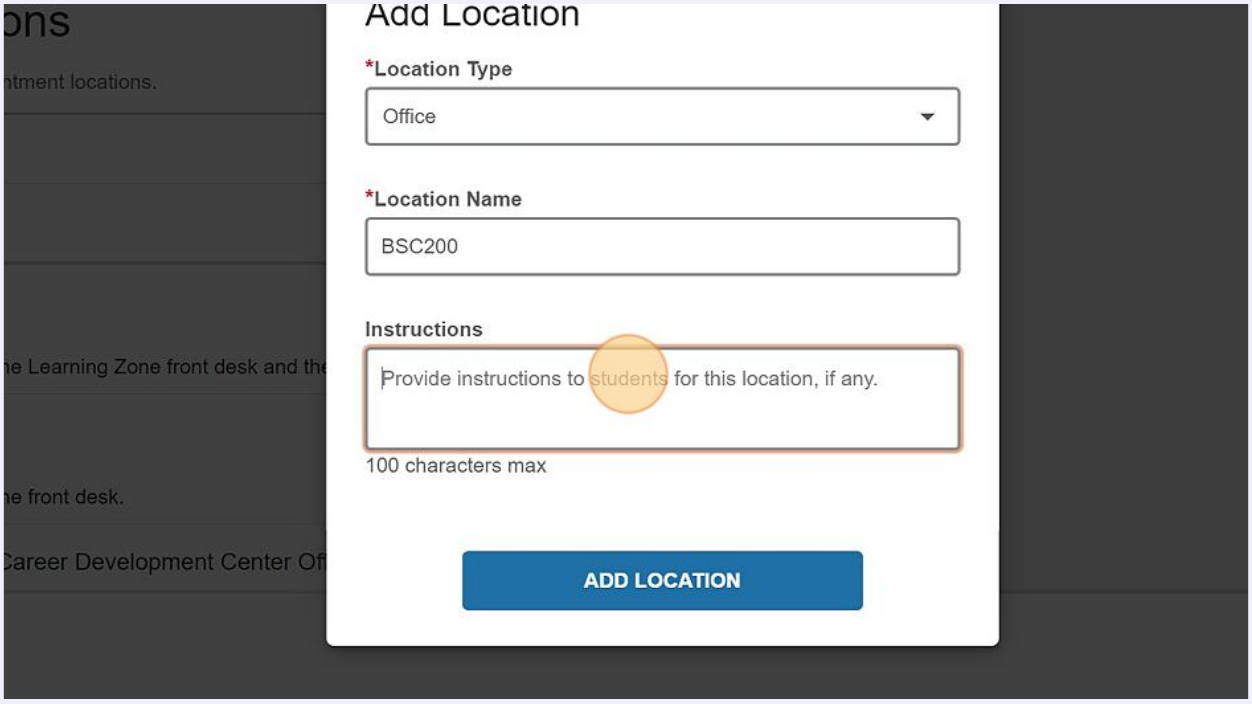
9 Select the Location Type (Office/Online/etc.)



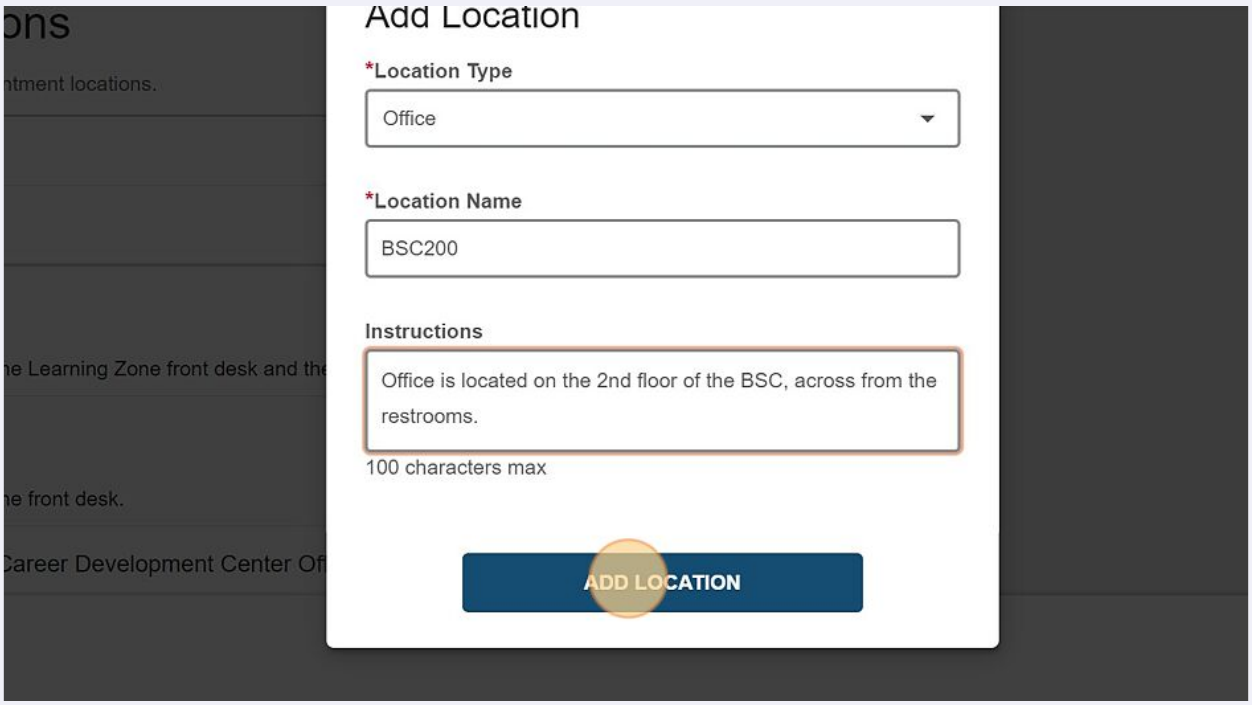
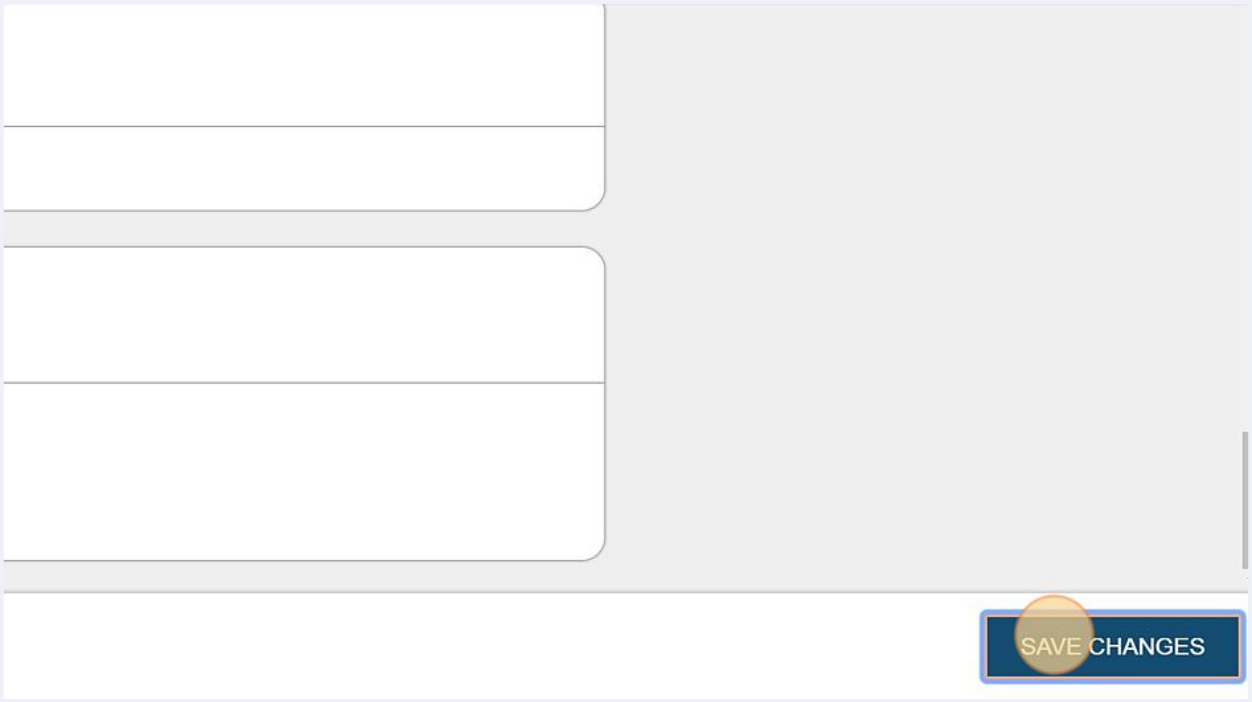
10 Enter your office location such as H110 or BSC216.



11 Enter any instructions to students for this location.



12 Click "ADD LOCATION"



13 Click "SAVE CHANGES"