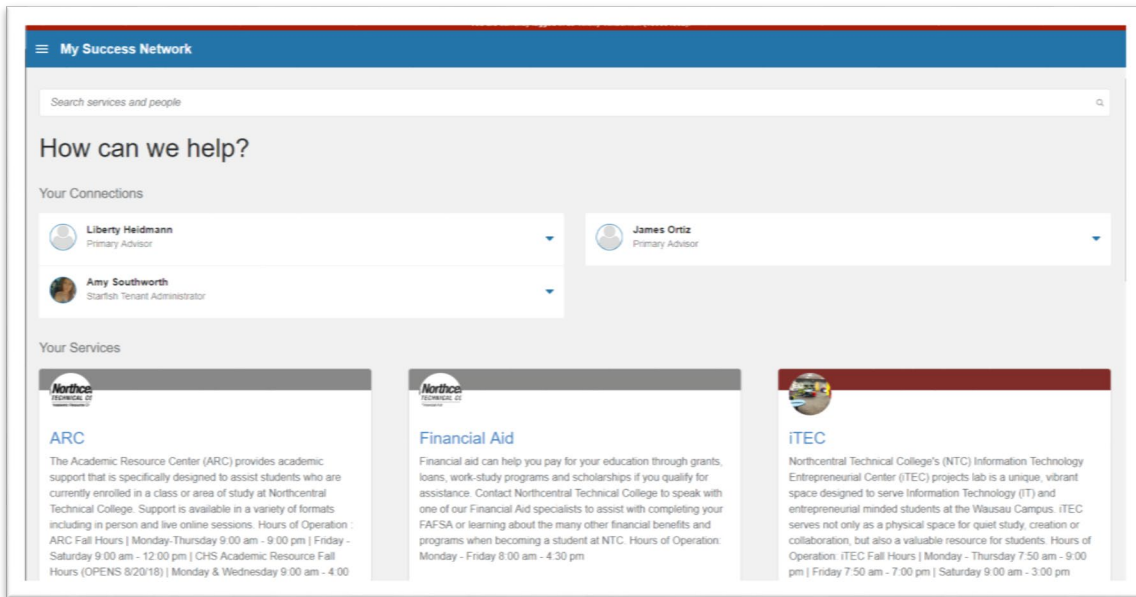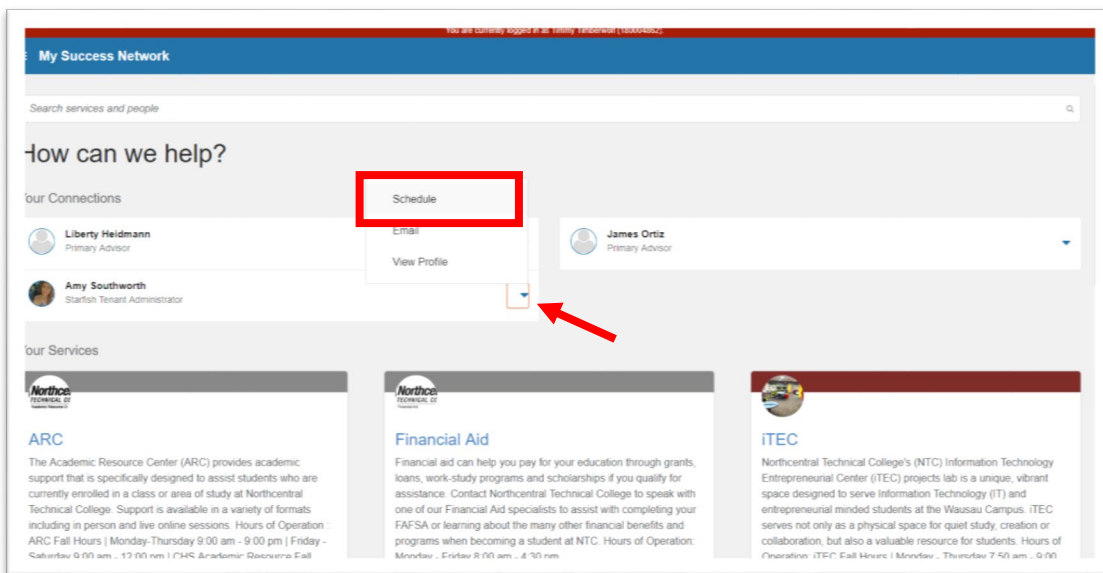# Starfish Appointment Scheduling - Student View

When you first log in to your Starfish account, you will be directed to your **Success Network**. Here is where you will find your primary advisors, instructors, academic coaches, & tutors for appointment scheduling.

To schedule an appointment, click the drop-down arrow next to the providers name and select **Schedule.**

Next, you will be directed to the Scheduler that asks you to identify the **purpose** of the visit. Once you make a selection, click **Continue**.

Next, Starfish displays the time blocks available for you to schedule an appointment. These time blocks show the appointment length, location and number of slots available. After you make a selection, click **Continue.**

Next, you will see a confirmation page. Here, Starfish shows a review of your selected appointment date, time, location, and reason for visit. You may also enter additional information prior to the visit in a text box. **NOTE:** The text box information is optional.

Once complete, click **Confirm** and an email is sent to the provider and the student, indicating the information of the upcoming appointment. The student also has an opportunity to change information in the Reason for Visit area before confirming the appointment.

On the last screen, Starfish displays hyperlinks that allow you to easily make a change to the appointment, return to the services page, or view your upcoming appointments in your Starfish account. You can simply close this screen by clicking the "x" if none of these options are needed.