## How to Sign Up for Psychology Advising in Starfish

1. Log into Starfish via your CampusNet Account. Select 'Starfish' in the Student tab.

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Personal Data	Account	Student	Financial Aid	Graduation	n		Scontact Us	× Logout
Class Search Add/	Drop <u>Schedu</u>	ile <u>Transcri</u>	<u>pt Grades Pr</u>	rogram Detail D	<u>egree Audit</u>			
				* Sche	dule Planner	sta	rfish 📃 Print	? Help
Term (								
O Sum 2022								
O Spr 2022								
O Fall 2021								

2. Click on options button in the upper left corner> Select 'My Success Network' > Select 'Psychology Department Advising'> Click on 'Schedule' to find an appointment.



3. Select the reason for your appointment from the following options. Click 'Continue'.

T Schedule Appointment							
Psychology Department Advising							
What do you need help with?							
Faculty Advising: Academic Concerns	Faculty Advising: Careers and/or Graduate School						
O Faculty Advising: College/University Petition	O Faculty Advising: Course Selection/Scheduling						
O Faculty Advising; Degree Audit Assistance	Faculty Advising: Graduation Application						
O Faculty Advising: Other	Faculty Advising: Review Major Requirements						
O Faculty Advising: Review Minor Requirements	Faculty Advising: Transfer Credit Evaluation						
CANCEL							

4. You will be directed to the Psychology Department's calendar. There may be a variety of appointment times and locations available. Select the day/time that works best for you. Then, click 'Continue'.

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					_		Mon 2/21			14 available
<i>~</i>		Febr	uary	202	2	$\rightarrow$	12:20 pm 12:40 pm	2000	0 12/40 pm 1/00 pm	20m
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6	7	8	9				Multiple appointment locations	Multiple appointment locations		
	14		16	17	18	19				
20	21	22	23	24	25	26	🔿 1:00 pm - 1:20 pm	20m	🔿 1:20 pm - 1:40 pm	20m
27	28						Emma Church Advisor (GA) Multiple appointment locations		Advisor (GA) Multiple appointment locations	
							1340 pm - 2:00 pm Emma Church Advisor (GA) Multiple appointment locations	20m	2:00 pm - 2:20 pm Emma Church Advisor (GA) Multiple appointment locations	20m
							O 2:20 pm - 2:40 pm	20m	2:40 pm - 3:00 pm	20m
BACK										CONTINUE

5. There may be multiple appointment locations (e.g., Zoom, Union Building), you will need to select your preferred location. Click the drop-down arrow under 'Location'. In the text box on the right, you can add more information about why you are scheduling the appointment. Then, click 'Confirm'.

Schedule Appointment						
Does this look correct?						
Date and Time Mon 2/21 12:20 pm - 12:40 pm	Reason for Visit Faculty Advicing, Review Major Requirements change					
Team Member	If you want, tell us a little bit about what's going on so we can help					
Zoom						
Incoure comortable: piease pring a copy or your most unto-date transcripts and/or a device review them on.	CONFIRM					

6. That's it! You will receive a confirmation email with the time and location. The final page allows you to make a change to the appointment and view upcoming ones, if needed.

\*Contact CSU Starfish support with any Starfish-related questions at starfishsupport@csuohio.edu