



Getting Started: Student Guide

What is Starfish?

Starfish provides you with a central location to connect to the people and services that can help you finish what you start – all accessible from the hamburger menu on the top left of your Starfish **Home** page. This is where you can also schedule appointments with your advisor, instructor or anyone in your Success Network.

How Do I Login?

You will use your UNCW login credentials to access this site.

TO LOGIN:

1. **Open a private browser or incognito window** - Click [here](#) for instructions.
2. Copy and paste the following link: <https://myapps.microsoft.com/signin/Starfish/3ae88442-b19c-4712-ac3e-484eff0239d0>
3. Login with your UNCW credentials to access Your Success Network.
** If you experience a login error, [clear your internet browser cache](#) and try again.

Scheduling an Appointment

Schedule Appointments

1. From the **My Success Network**, click the triangle beside the name of the person you want to schedule an appointment with and then select **Schedule**.

Be sure to select your **Primary Academic Advisor** for advising, registration, graduation and other appointments.

2. Select the type of appointment you want to schedule and choose a reason from the list.

The screenshot shows the 'My Success Network' interface. At the top, there is a search bar and the question 'How can we help?'. Below this, a section titled 'Your Connections' displays a list of people with their names and roles. The list includes Ashlee Balena (Instructor), Jacob Day (Instructor), Andy Miller (Instructor), Chamindika Siriwardana (Instructor), Heather Beal (Instructor), Deanna Deibel (Instructor), Maria Ramirez (Primary Academic Advisor), and John Stevens (Instructor). A red box highlights the dropdown arrow next to Maria Ramirez's name. Below the connections list, a 'Schedule Appointment' form is open for Maria Ramirez. The form has a title bar 'Schedule Appointment' and a profile picture of Maria Ramirez. It asks 'What do you need help with?' and has two sections: 'Appointment Type' and 'Reasons'. Under 'Appointment Type', 'Academic Advising' is selected. Under 'Reasons', 'Advising and Registration' is selected. Other options include 'Graduation', 'Major/Minor Consultation', 'Internship/Career/Study Abroad', and 'Withdrawal'. At the bottom of the form, there are 'CANCEL' and 'CONTINUE' buttons.

- Adjust the date range to find days and times that work for your schedule. Then select a time from the list.

What day and time works for you?

03-11-2019 → 03-13-2019

Show: All session types

Tuesday, March 12 2 available

10:00 am - 10:30 am 30m
DePaolo Hall 1092

10:30 am - 11:00 am 30m
DePaolo Hall 1092

BACK CONTINUE

- Complete signing up by adjusting any details and add a description for why you want to meet.
- Click **Confirm** to finish scheduling the appointment. You will get an email with the appointment details and the appointment will be listed on the **Upcoming** tab.

Does this look correct?

Date and Time
Tuesday, March 12
10:00 am - 10:30 am

Reason for Visit
Advising and Registration [Change](#)

Location
DePaolo Hall 1092
Please check in at the front of the office.



Course
[Add a course](#)

If you want, tell us a little bit about what's going on so we can help


BACK CONFIRM

Change an Appointment

Changing Appointments

On the **Upcoming** tab, found by clicking the hamburger menu  on the top left of your starfish homepage, you can view scheduled appointments and make changes. By clicking the ellipsis  you will be able to **Cancel appointment** and make changes.


Upcoming

 **Maria Ramirez**
General Academic Advisor, Primary Academic Advisor

Tuesday, March 12
10:00 am - 10:30 am

DePaolo Hall 1092
Please check in at the front of the office.

Cancel appointment



Are you sure you want to cancel your appointment with Maria Ramirez on Tuesday, March 12th 10:00 AM?

You can add a message explaining why you need to cancel:

KEEP IT CANCEL IT