

## How to schedule an appointment in Starfish and schedule a reminder

1. Go to **MyJCC** and log in to **Starfish**. Your login will be the same as you use for Blackboard.

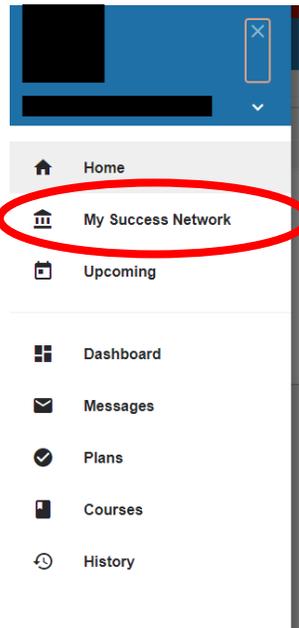


The screenshot shows the MyJCC website for current students. At the top, there is a navigation bar with the JCC logo and links for 'Who are you?', 'MyJCC', 'Libraries', 'Workforce Readiness', and 'Apply'. Below this is a search bar with the text 'Search sunjcc.edu'. The main content area is titled 'MyJCC for Current Students' and includes a 'Home' link. A section titled 'Access your accounts' contains several buttons: 'Banner', 'Blackboard', 'DegreeWorks', 'Google account/email', and 'Starfish'. The 'Starfish' button is circled in red. Below this section are buttons for 'College Central Network', 'JCC Alert', 'LinkedIn Learning', and 'Change password'.

Banner	Blackboard	DegreeWorks	Google account/email	Starfish
<ul style="list-style-type: none"><li>Register for courses</li><li>Semester schedule</li><li>Student bill</li><li>Grades</li></ul>	<ul style="list-style-type: none"><li>Individual course information</li><li>Online courses</li><li>Graduation application</li></ul>	<ul style="list-style-type: none"><li>See your progress toward degree completion</li></ul>	<ul style="list-style-type: none"><li>Google Drive account</li><li>Student email</li></ul>	<ul style="list-style-type: none"><li>Starfish academic tracker</li><li>Find hours and class times</li><li>Schedule appointments</li><li>Student services directory</li></ul>

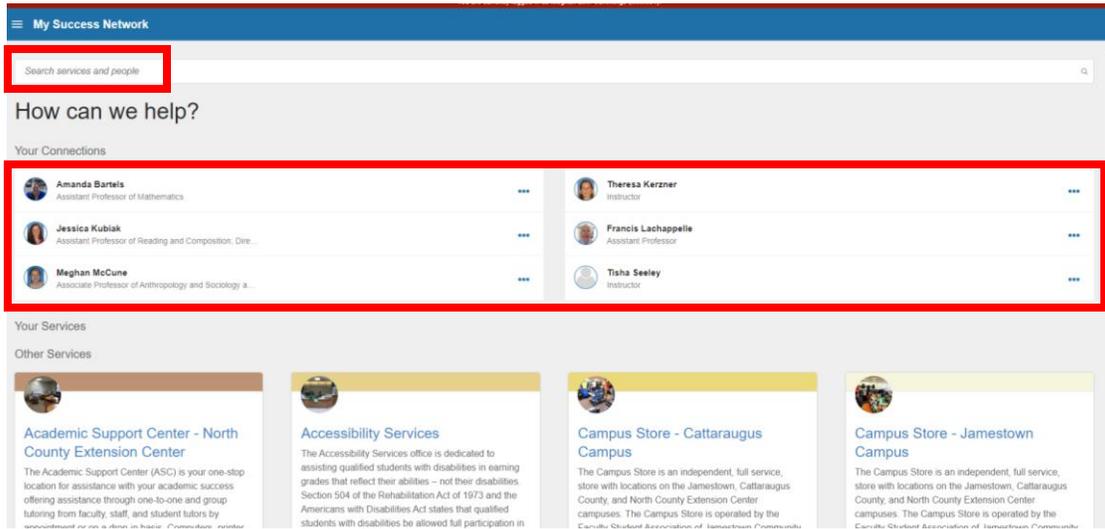
College Central Network	JCC Alert	LinkedIn Learning	Change password
<ul style="list-style-type: none"><li>Internships</li><li>Student jobs on campus</li><li>Career advice and area jobs</li></ul>	<ul style="list-style-type: none"><li>Emergency notifications</li></ul>		

2. Open the navigation menu and choose **My Success Network**.

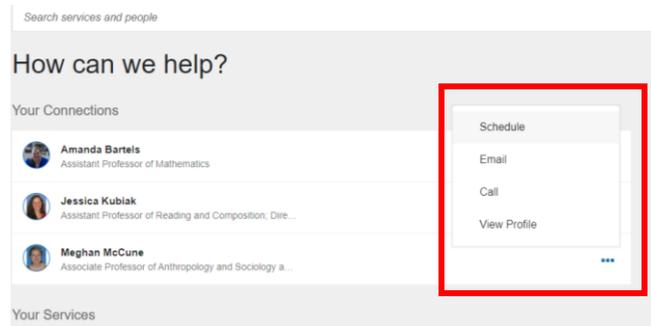


The screenshot shows a vertical navigation menu with the following options: Home, My Success Network (circled in red), Upcoming, Dashboard, Messages, Plans, Courses, and History.

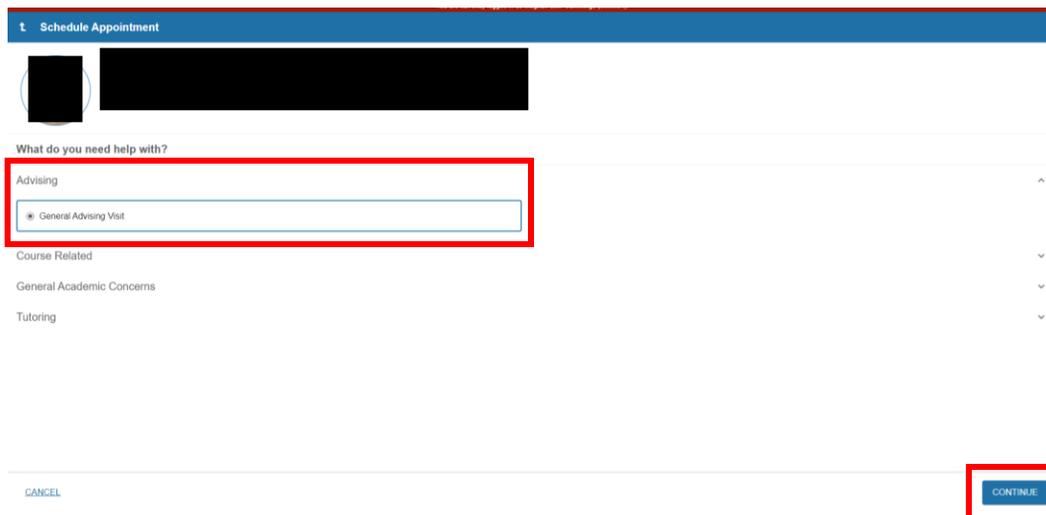
3. Find your instructor or advisor in **Your Connections**. If you don't see the person you are looking for, search for their name in top search bar.



4. Click on the three dots to the right of the person's name and select schedule.



5. Choose what you'd like to meet with this person about and click continue.



6. Choose an available day and time. Click continue.

**Note:** You will see all available times for the dates selected on the calendar. If you do not see anything or need a meeting date outside of that timeframe, click on your desired date on the calendar on the left side of the screen.

The screenshot shows the 'Schedule Appointment' page. At the top, there is a header with the text 'Schedule Appointment'. Below the header, there is a section titled 'What day and time works for you?'. This section includes a calendar for October 2019, with the dates 28, 29, and 30 highlighted. To the right of the calendar, there is a list of available appointment slots for Monday, October 28. The first slot, '12:00 pm - 12:15 pm TECH 225', is highlighted with a red box. Other slots include '12:15 pm - 12:30 pm TECH 225', '12:30 pm - 12:45 pm TECH 225', '12:45 pm - 1:00 pm TECH 225', '1:00 pm - 1:15 pm TECH 225', '1:15 pm - 1:30 pm TECH 225', '1:30 pm - 1:45 pm TECH 225', '1:45 pm - 2:00 pm TECH 225', '2:00 pm - 2:15 pm TECH 225', and '2:15 pm - 2:30 pm TECH 225'. At the bottom right of the page, there is a blue 'CONTINUE' button, which is also highlighted with a red box. A 'BACK' button is visible at the bottom left.

7. Review all of the information prior to confirming the appointment.

Need a longer appointment than the minimum length designated? Choose change duration!

The screenshot shows the 'Schedule Appointment' page in a confirmation stage. The header 'Schedule Appointment' is at the top. Below the header, there is a section titled 'Does this look correct?'. This section contains several fields: 'Date and Time' (Monday, October 28, 12:00 pm - 12:15 pm), 'Reason for Visit' (General Advising Visit), 'Location' (TECH 225), and 'Course' (Add a course). The 'Date and Time' field is highlighted with a green box. Below these fields, there is a text input area for additional information: 'If you want, tell us a little bit about what's going on so we can help'. At the bottom right of the page, there is a blue 'CONFIRM' button, which is highlighted with a blue box. A 'BACK' button is visible at the bottom left.

Select the length of time and click save.

The screenshot shows the 'Schedule Appointment' form. At the top, there is a blue header with a back arrow and the text 'Schedule Appointment'. Below the header, there are two blacked-out rectangular areas. The main content area has the question 'How long do you want to meet for?' followed by two radio button options: '15 minutes' and '30 minutes'. The '30 minutes' option is selected. At the bottom of the form, there are two buttons: 'CANCEL' on the left and 'SAVE' on the right. The 'SAVE' button is highlighted with a red rectangular box.

Want to link your appointment with the course you are taking? Choose add a course!

The screenshot shows the 'Schedule Appointment' form with more details. The header is the same. Below the blacked-out areas, the text 'Does this look correct?' is displayed. There are two columns of information. The left column contains 'Date and Time' (Monday, October 28, 12:00 pm - 12:15 pm) and 'Location' (TECH 225). The right column contains 'Reason for Visit' (General Advising Visit) and 'Course' (Add a course). The 'Add a course' link is highlighted with a green rectangular box. Below the 'Course' section, there is a text input field with the placeholder text 'If you want, tell us a little bit about what's going on so we can help'. At the bottom of the form, there are two buttons: 'BACK' on the left and 'CONFIRM' on the right.

Select your course and click save.

Want to give them a little more information about the meeting you're scheduling? Add it here too!

**Schedule Appointment**

Does this look correct?

Date and Time  
Monday, October 28  
12:00 pm – 12:15 pm  
[Change duration](#)

Reason for Visit  
General Advising Visit [Change](#)

Location  
TECH 225

Course  
[Add a course](#)

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

[BACK](#) [CONFIRM](#)

8. Confirm the appointment.

**Schedule Appointment**

Does this look correct?

Date and Time  
Monday, October 28  
12:00 pm – 12:15 pm  
[Change duration](#)

Reason for Visit  
General Advising Visit [Change](#)

Location  
TECH 225

Course  
[Add a course](#)

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

[BACK](#) [CONFIRM](#)

**Do you want a reminder prior to your appointment?** You can set up that preference in your profile.

Open the navigation menu. Click on your name then profile.



Profile

Help

Logout

Home

My Success Network

Upcoming

Dashboard

Messages

Plans

Courses

History

Adjust your reminder preferences how you'd like to make sure you don't miss any scheduled appointments and click submit.

Starfish

FERPA standards protect student data

Meghan Linn-Cummings [Last login: 8:51 am 10-21-2018]

Contact Information

Login: [username]

Institution Email: [email]

Alternate Email: [email]

All notifications will be sent to your institution email address

Also send notifications to my alternate email address

Email Preference

Phone: (716) 307-9777

Cell Phone: (716) 3079777

Video Phone: [input]

Time zone: (GMT-05:00) Eastern Time

Display all time zones

Weekly Updates

Send me a weekly status update about My Success Network

Reminder Preferences

Send me [15] minutes before the start of an appointment

Send me at [0:00 am] the day of [ ] an appointment

Required fields

Never Mind Submit