



## Scheduling Appointments with Faculty and Staff in Starfish

If your instructor, advisor, or other staff member at Nazareth has let you know you can schedule appointments with them through Starfish, here's all you need to do:

### Login

- Login to Starfish [directly](#), through the [Starfish Support Page](#), or [Moodle](#) (click Campus Resources at the top of the page), or [NazNet Self Service](#).

### Success Network and Services

- When you login to Starfish you should see your Success Network (those people at Nazareth you are connected to through Starfish) and below that, a list of Services that are here to help you.
  - To schedule an appointment, click on the person or service you want to meet with and then click Schedule Appointment.
    - If you don't see the Schedule Appointment option, it means that scheduling an appointment with that person or service is not an currently an option.
  - From there, follow the prompts to select the kind of appointment (i.e., advisement, course related, etc.), and the specific topic you want to discuss.
  - Next, use the calendar to select a date range for possible meeting times and then select the time that works best for you and click Continue.
  - On the next screen review and edit your appointment details and once everything looks good, click Confirm.
  - That's it! You and the person you made an appointment with will get a confirmation email and the appointment will be added to your calendar in Starfish.
  - If you need to edit an appointment, just go to the Starfish menu, select Upcoming, and click on the appointment you want to edit to make changes or cancel.
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