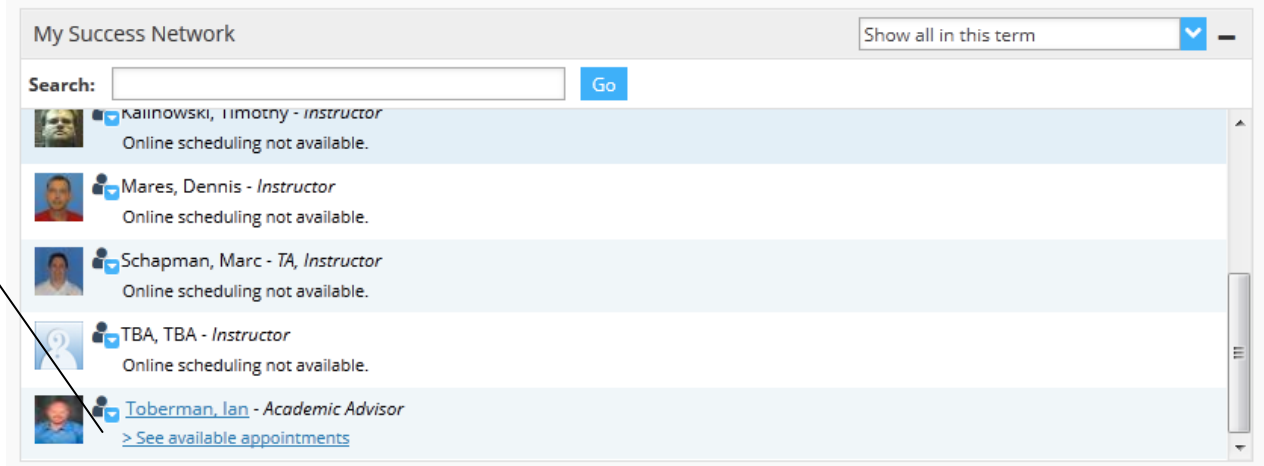


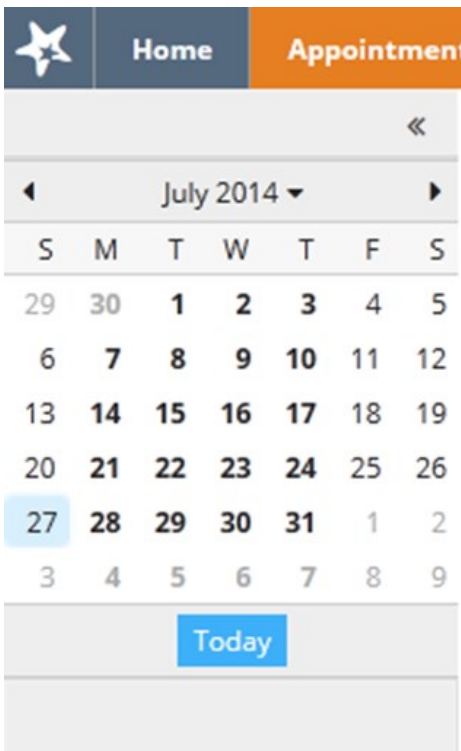
# Starfish Students Quick Guide (For Undeclared Students)

Navigate to Blackboard and log in using your e-id and password. Click on the Starfish tab in your toolbar.

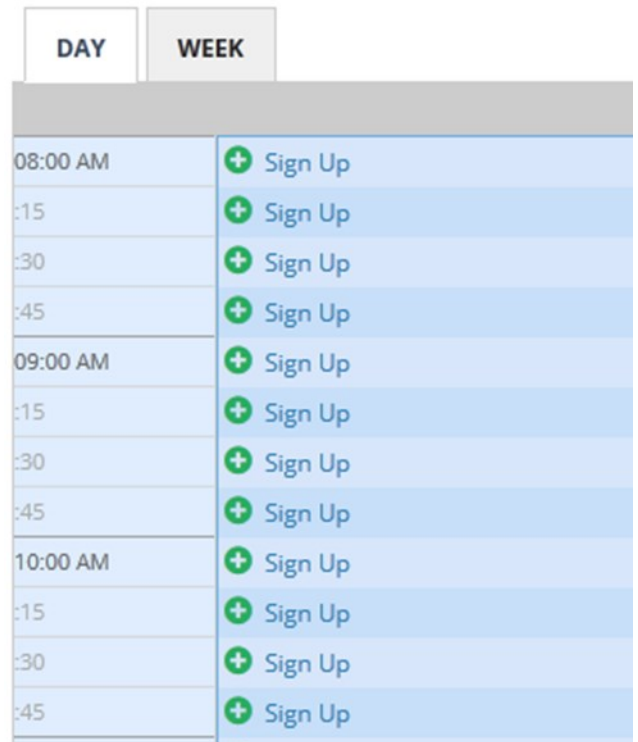
1. To schedule an appointment with your Academic Advisor, click 'See available appointments' under your Advisor's name.



2. You should then select a bolded date on the calendar on the left side.



3. Continue clicking through the dates until you find 'Sign Up' times indicated below. Click on an available time to finish setting up your appointment.



4. From the 'Add Appointment' prompt, select a 'Reason' for your appointment, include any details you may want your Advisor to have, then 'Submit'. You should now see your appointment time in your calendar.

Once an appointment has been scheduled you should receive a reminder sent to your SIUE email. You can also see upcoming appointments in your 'My Message' center at the lower right hand corner of your Starfish homepage, or in your calendar by clicking on the 'Appointments' tab in the upper left hand corner of your Starfish homepage.

The screenshot shows a web form titled "Add Appointment" with a star icon in the top left and a close button (X) in the top right. The form contains the following fields and buttons:

- With:** Ian Toberman
- Reason:** Advising Visit (dropdown menu)
- Course:** No Course (dropdown menu)
- When:** 8:30 am 07-09-2014
- Duration:** 30 minutes (dropdown menu)
- Where:** SSC1220
- Instructions:** check in at front desk
- Detailed Description:** A large text input box with the prompt "Explain in detail what you are looking to accomplish in this appointment."

At the top right and bottom right of the form are two buttons: "Never Mind" and "Submit".

Callouts from external boxes point to the following elements:

- A box labeled "Select a 'Reason'" points to the "Reason" dropdown menu.
- A box labeled "Include a description if desired." points to the "Detailed Description" text input box.
- A box labeled "'Submit' when finished." points to the "Submit" button at the bottom right.