

To sign up for your advising appointment, you'll be using Starfish, our new campus retention software. The directions to schedule an appointment are below.

1. Go to the Starfish webpage [you can access the link to Starfish from the QuickLinks box on the right-hand side of the iRaider homepage].
2. Login using your Mount Union username and password.
3. Once logged in, click the *Home* button in the top left corner.
4. On the left-hand side, you'll see several icons, click the *My Success Network* Icon.
5. In this section, you'll see several offices that could be of use to you.
 - a. To schedule an appointment with someone, scroll down until you see that person's profile. At the bottom of the profile, you'll see a link to *Schedule an Appointment*. Click that link.

OR

 - b. In the search bar with the *My Success Network* section, type the name of the person with whom you want to schedule an appointment. Once their profile comes up, if you can schedule an appointment, you'll see the link to *Schedule an Appointment*. Click that link.
6. In the calendar in the top left-hand corner, you'll see a monthly calendar with several dates in bold – the dates in bold are the days on which you can schedule an appointment. Click on the date you'd like to schedule your appointment.
7. Once on the day you'd like to schedule your appointment, you'll see several time slots with a green plus sign and link to *Sign Up*. Click on the time you'd like to have your appointment.
8. A pop box will appear. You'll need to input the reason for your appointment and add any details you'd like in the bottom box. Please note the location and length of the appointment as well as any instruction included.
9. Once you have completed this information, click Submit.
10. You are now scheduled for your appointment, so mark it on your calendar!