How to Sign Up for TASC Tutoring in Starfish

1. Log into Starfish via your CampusNet Account> Select 'Starfish' in your Student tab.

Personal Data	Account Student Financial Aid Graduation	Scontact Us	× Logout
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O Spr 2022			

2. Click on the options button ■ at the top-left of your screen. Select 'Courses'. If tutoring is offered for your class, it will appear as option. Hover over the 'Tutoring' link until the textbox appears, then select 'Schedule Appointment'.



3. Select the reason for your appointment from the following options. Click 'Continue'.

t Schedule Appointment	Q Search for Students
Tutoring and Academic Success Center (TASC)	
What do you need help with?	
○ Tutoring	
CANCEL	CONTINUE

4. You will be directed to the available tutor's calendar. There may be a variety of appointment times available. Select the day/time that works best for you. You are scheduling a recurring, weekly tutoring appointment, so make sure that the time slot you pick works throughout the semester! Then, click 'Continue'.

t	t Schedule Appointment Q Search for Students									
Wha	t da	y ar	nd ti	me	work	cs fo	or you?			
You ar	e sign	ing up	p for a	week	ee do ly tuto	not o	appointme	n your aiready scheduled appointments.		
0	2-02-	2022		\rightarrow		03-0	4-2022	Filter: All session types *		
	4	a.	Febr	uarv	202	2	\rightarrow	Every Thursday, beginning 02/03	1 available	
	Su	Mo	Tu	We	Th	Fr	Sa	○ 9:00 am - 10:00 am 👪 60m		
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	6	7	8	9	10	11	12	BH 233 Principles of Microeconomics-4 (FCN 202 & 1030)	_	
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	27	28						○ 9:00 am - 10:00 am 👯 60m	lm	
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BACK									CONTINUE	

5. In the text box on the right, you can add more information about why you are scheduling the appointment. Then, click 'Confirm'.

t Schedule Appointment	Q Search for Students
Tutoring and Academic Succes	s Center (TASC)
Does this look correct?	
Date and Time	Reason for Visit
Every Wednesday, 9:00 am – 10:00 am Starts: Wed 2/0	Tutoring <u>Change</u>
Ends: No later than end of term	Course
Team Member	
Yagiz Er Tasc Tutor	Yyou want, tell us a little bit about what's going on so we can help
Location	
BH 233	
BACK	CONFIRM

6. That's it! You will receive a confirmation email with the time and location. The final page allows you to make a change to the appointment and view upcoming ones, if needed.

*Call TASC at 216-687-2012 for further assistance with scheduling an appointment.