How to Sign up for Course Conferences with an Instructor in Starfish

1. Log into Starfish via your CampusNet Account (click on “Starfish” in your Student tab)

2. Click on the “Home” link in the upper left corner, and then find “Courses” in the left navigation pane. You will see all of the courses in which you are currently enrolled.

3. Hover your mouse above where the picture is (or should be) and you will see some options including contact information and a link that says “Schedule Appointment.”

4. Once you click that, you will be taken to a calendar. Look for the day that works best for you in the top left, the days in bold-face are the ones available for scheduling:
5. Click the day you need and you will see the available times:

![Schedule](image)

6. Click “Sign Up,” select your reason, and any special instructions.

That’s it! You will receive a confirmation email with the time and location.

Contact CSU Starfish support with any Starfish-related questions at starfishsupport@csuohio.edu