

How to sign up for Psychology Advising in Starfish

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

The screenshot shows the top navigation bar of the Starfish system. It includes tabs for 'Personal', 'Account', 'Student', and 'Fin Aid'. Under the 'Student' tab, there are links for 'Grades', 'Add / Drop', 'Schedule', 'Transcript', 'Student Record', 'Class Search', and 'Grad Express Degree Audit'. To the right, there are links for 'Contact Us' and 'Logout'. Below the navigation bar, there is a search bar and a 'Select a recent term . . .' dropdown. A blue arrow points to the 'Starfish' link in the navigation bar.

2. Click on the “Home” link in the upper left corner, and then find “My Success Network” in the left navigation pane. Click on “Schedule Appointment.”

The screenshot shows the 'My Success Network' page. It features a search bar at the top. Below the search bar, there are two main sections. The first section is for 'Psychology Department Advising', which includes contact information (216-687-2544, psychology@csuohio.edu) and a website link. A blue arrow points to the 'Schedule Appointment' link in this section. The second section is for 'Success Coaching (TASC)', which includes contact information ((216) 687-2012) and a website link. A 'by appointment' icon is visible next to this section.

3. Pick the day that you would like your appointment (available days will be in bold), then sign up for the time that will work with your schedule.

The screenshot shows the 'Psychology Advising' sign-up page. On the left, there is a calendar for November 2014. The days of the week are labeled S, M, T, W, T, F, S. The dates are listed from 26 to 30. The date 3 is highlighted in blue. A 'Today' button is located below the calendar. On the right, there is a 'Sign-up' button. Below the button, the text 'Psychology Advising' is displayed. Underneath, there is a list of appointment times with a green plus sign and the text 'Sign Up (2 available spots)' next to each time slot.

Day	Time	Availability
26	10:00 am	Sign Up (2 available spots)
27	10:30 am	Sign Up (2 available spots)
28	11:00 am	Sign Up (2 available spots)
29	11:30 am	Sign Up (2 available spots)
30	12:00 pm	Sign Up (2 available spots)
1	12:30 pm	Sign Up (2 available spots)

- When you click on the time that fits, the system will walk you through the scheduling process by asking you the reason for the appointment. You may also include a detailed description.

Add Appointment Details Review Confirmation

Service Psychology Department

Date 11-18-2014

When Tuesday at 10:00 am starting 11-18-2014

Reason

Duration

Detailed Description

Explain in detail why you need this appointment

Major Advising: Course Selection

Major Advising: Degree Requirements

Major Advising: Waiver Request

Never Mind Next >

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

Contact the Psychology Department with any department-specific questions at 216-687-2544.

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