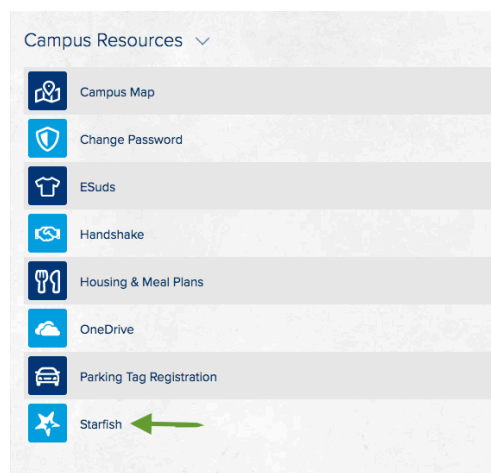


## Welcome to Starfish <sup>®</sup>

Starfish provides you with a central location to connect to the people and services that can help you finish what you start – all accessible from the side navigation menu of your Starfish **Home** page.

To get to Starfish, go to the MyDrake portal and find the Starfish link under Campus Resources.



After clicking on the Starfish link on myDrake, one of two things will happen.

1. If you have not already accessed an application using Single Sign-On, you will receive a login screen and need to enter your Drake credentials. User name can be either your Drake ID# or your Drake email address.
2. If you have already accessed an application using Single Sign-On and entered your Drake credentials, you will be taken directly to Starfish (no credential entry and login required).

## Connect to people and services that can help you

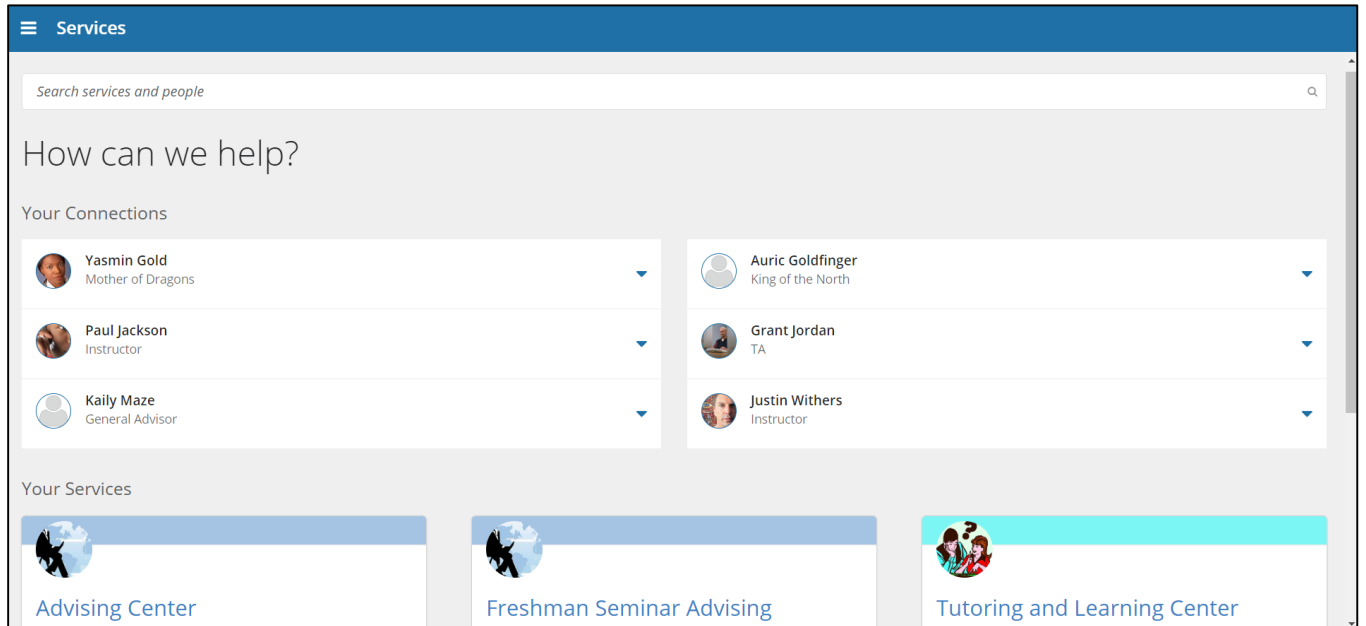
The **My Success Network** and **Courses** channels display the people and services that are available to help you succeed. Here you can find key contact information as well as links to student service web sites and online appointment scheduling.

## My Success Network

Select **My Success Network** from the navigation menu to display your personalized network. This channel lists the people and resources that are available to assist you. For each person or service listed,

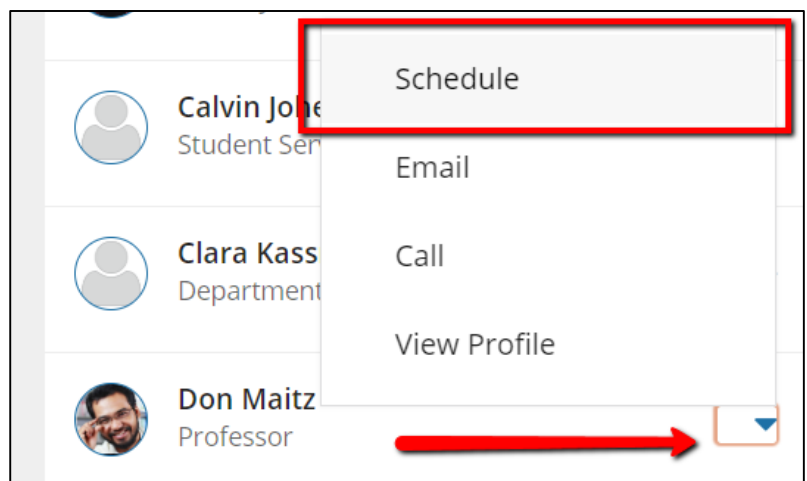
you will find contact information, supporting websites, and, if online scheduling is enabled, a link to [Schedule Appointment](#).

The Services that are most relevant to you are displayed first. Select Show Other Services at the bottom of the page to see additional services.




## Make an Appointment

1. From the **My Success Network**, click the triangle beside the name of the person you want to schedule an appointment with, and then select **Schedule**. If the person has not set up online scheduling, the schedule link will not appear and you can instead send an email to find a time to meet.



2. Select the type of appointment you want to schedule and choose a reason from the list.



**Paul Jackson**  
Instructor

What do you need help with?

Teaching

Discuss grades  Review exam or quiz

3. Adjust the date range as needed to find days and times that work for your schedule, and then select a time from the list.

What day and time works for you?

05/30/18 → 06/01/18

Friday, 06/01 6 available

|   |     |   |     |
|---|-----|---|-----|
| <input type="radio"/> 09:00 - 09:15 am<br>My Office | 15m | <input type="radio"/> 09:15 - 09:30 am<br>My Office | 15m |
| <input type="radio"/> 09:30 - 09:45 am<br>My Office | 15m | <input type="radio"/> 09:45 - 10:00 am<br>My Office | 15m |
| <input type="radio"/> 10:00 - 10:15 am<br>My Office | 15m | <input type="radio"/> 10:15 - 10:30 am<br>My Office | 15m |

Calendar view for May 2018: 30 is selected.

4. Complete your sign up by adjusting any details, such as duration or course, where applicable, and add a description for why you want to meet.

5. Click **Confirm** to finish scheduling the appointment. You will get an email with the appointment details and the appointment will be listed on the **Upcoming** tab.

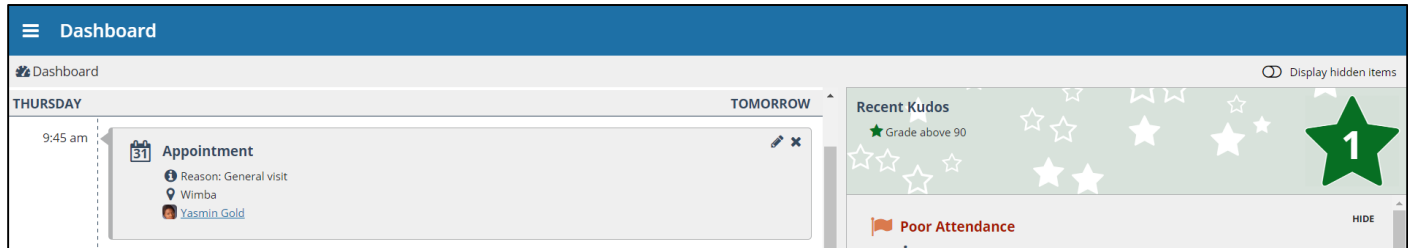
Does this look correct?

|  |  |
|--|--|
| <b>Date and Time</b><br>Friday, June 01<br>09:45 - 10:00 am<br><a href="#">Change duration</a> | <b>Reason for Visit</b><br>Review exam or quiz <a href="#">Change</a>                          |
| <b>Location</b><br>My Office<br>Knock once and enter   | <b>Course</b><br><a href="#">Add a course</a>  |
|  | If you want, tell us a little bit about what's going on so we can help<br><input type="text"/> |

[BACK](#) **CONFIRM**

## Change an Appointment

On the **Upcoming** tab, you can view scheduled appointments and make changes. Click on an appointment to make changes to it, such as changing the location or duration, when available. You can cancel the appointment by clicking the ellipsis **⋮** and selecting **Cancel appointment**.



## Stay on track

### Dashboard

Your **Dashboard** also displays upcoming appointments as well as date-based tasks on the left to help you plan your week. The right-hand column of your Dashboard highlights items that require your attention and may include alerts related to your class work, recommended referrals to campus support offices to help you succeed, and Kudos from your instructors.