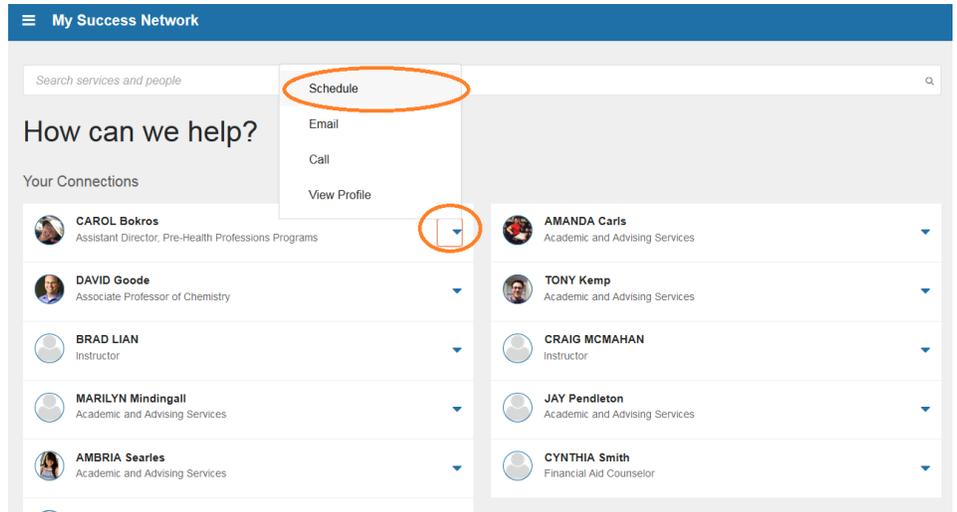


Schedule an Appointment on Starfish

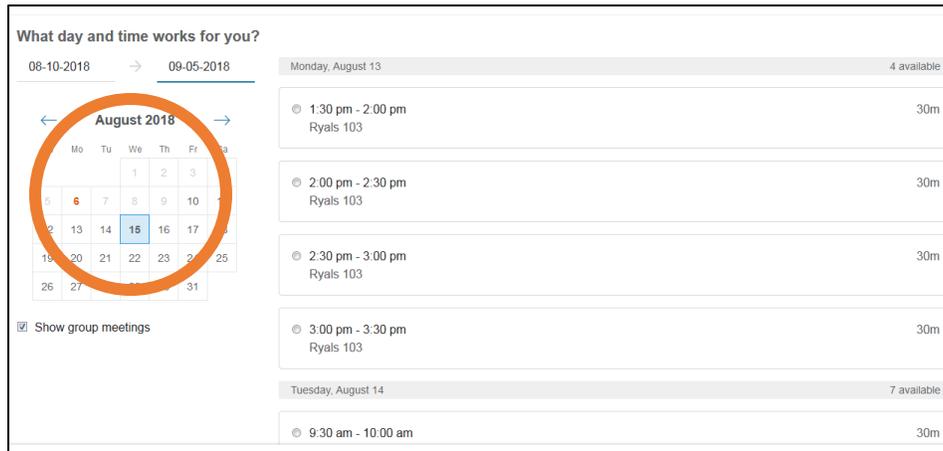
1. Log into your MyMercer account and select **Access Starfish**.

2. You will be automatically navigated to **My Success Network**. You should see a list of your instructors, academic advisor, and others who support your success.



Note: Don't see your contact? Search your contact's name in the search bar at the top of the page.

3. Click the arrow to the right of the person with whom you'd like to schedule an appointment. Click **Schedule**. Note that you will only see the Schedule a Schedule option if that person has configured scheduling ability in Starfish.
4. Proceed through the prompts to indicate the reason for your appointment. You will have the opportunity to write additional notes to the instructor/advisor before submitting the appointment request.
5. **Select a date and time** from the instructor/advisor's availability. Use the small calendar on the left to quickly toggle to a different date. You will only be able to select a date if appointments are available.



6. Review appointment details and add additional comments to help the instructor/advisor prepare for your meeting. Select **Confirm** to reserve your appointment.
7. You will get an email with the appointment details and the appointment will be listed on your **Dashboard**.

Questions about how to make an appointment on Starfish? Contact starfishsupport@mercer.edu.