



Creating Appointment / Office Hour Availability

The Starfish appointment process is simple and efficient for advisors and students, eliminating time-consuming back and forth emails to find a time that fits both schedules.

Faculty/Staff Process - [Video link of process](#)

- [Link external calendar to Starfish and set preferences](#)
- [Add/Update Appointment Locations](#)
- [Create appointment / office hour availability](#)
- [Include direct link instructions in student communications](#)
- Receive emails when students create appointments
- [Document appointments](#) including missed appointments

Student Process

- [Create an appointment](#): Log into Starfish – faculty/staff direct link takes students directly to available times, they choose a time, and click schedule
- Student receives a confirmation email and a reminder before the appointment (students choose the reminder time)

If you would like assistance with this process, contact Tammy Wolf: tammy.wolf@minotstateu.edu or 701-858-3360.

Update Starfish Profile and Settings

Your Starfish profile, appointment preferences, and email notification settings should be reviewed for accuracy. Please note that you should NOT add a Title to your profile, as this will overwrite your title of instructor and/or advisor.

- [Updating your profile](#)
- [Updating your appointment preferences](#)
- [Updating Your notification preferences](#)