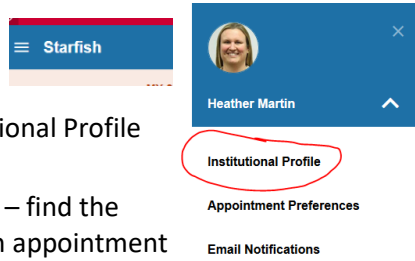


Starfish Appointment Direct Link

You now have the opportunity to include a Direct Link to your scheduling page when you send appointment information to your students. This eliminates lengthy instructions for the appointment process. Once the student clicks the link and enters their Campus Connection credentials, they are sent directly to the scheduling page.

To obtain the direct link, log in to your Starfish account and:

- Click on the three bars beside Starfish
- Click on your name and choose Institutional Profile
- Scroll down until you see “Share Links” – find the paragraph that says Link to schedule an appointment with me and click on “Copy link to clipboard”



Share Links

Share your appointment and/or profile link with students by copying the link(s) to the clipboard. You can use the links in emails, email signatures, a non checkbox(es) below to display the link(s) on your Connection Profile in the Services tab. Students who receive a link to schedule an appointment with you are having trouble copying a link, try using another web browser.

Link to schedule an appointment with me

<https://minot.starfishsolutions.com/starfish-ops/dl/instructor/serviceCatalog.html?bookmark=connection/1159396/schedule> [Copy link to clipboard](#)

Make link available in the Services tab on my profile for other staff to copy.

Link to view my profile

<https://minot.starfishsolutions.com/starfish-ops/dl/instructor/serviceCatalog.html?bookmark=connection/1159396> [Copy link to clipboard](#)

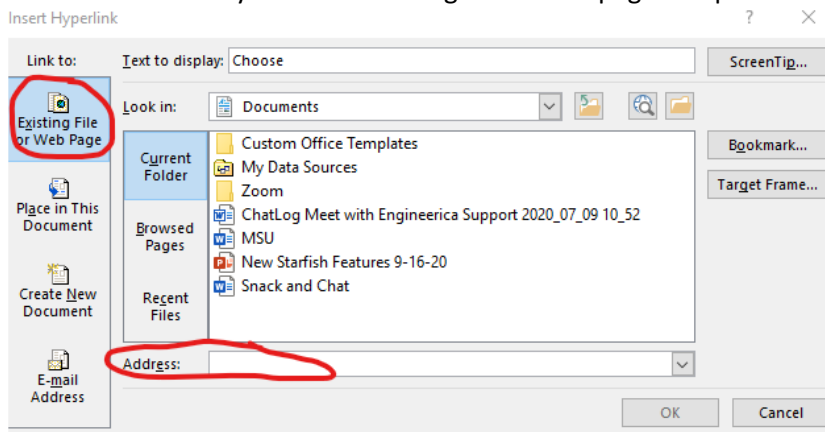
Make link available in the Services tab on my profile for other staff to copy.

To verify that you captured the link, open a Microsoft Word document and paste the link into the document. If the correct link does not copy by clicking “Copy link to clipboard”, you can always go back and copy the long link before the command.

You may share this direct link with students by inserting it in the text of an email or in your email signature line. Since the link is quite long, you are encouraged to shorten the link. Some suggestions are to use a URL link shortener such as Bitly (bitly.com) or to imbed the link in wording.

To embed the link:

- Type whatever wording you would like to use (such as Click here) in a Microsoft Word document
- Highlight the wording, right click and choose link
- Make sure you link to existing file or web page and paste the direct link (copied earlier) into the address bar



Students may schedule an appointment with me via  by [clicking here.](#)

It is important to have one of your students test the link before publicizing it.