

## To Schedule an Appointment in Starfish

1. Access Starfish here: <https://minot.starfishsolutions.com/starfish-ops/support/login.html>  
*Google Chrome or Mozilla Firefox are the recommended browsers.*
2. Under **My Success Network**, click on your advisor/instructor's name and select **Schedule Appointment**.
3. Click the drop-down arrow on the right side. Choose the reason for your visit and select **Continue**.
4. The most current appointments are listed. Select the date and time you prefer.  
*If none of the available dates/times work in your schedule, please email your advisor.*
5. Review appointment details.
  - a. Change the **duration of the appointment**, if needed.
  - b. Choose a **location**, if needed.
  - c. Enter additional information under **Details**, if necessary. Click **Confirm**.

## To Cancel an Advising Appointment in Starfish

1. Log into Starfish.
2. Click on the main menu (three bars on the left). Choose **Upcoming**.
3. Click the three dots at the bottom of the appointment and select **Cancel appointment**.
4. Add a message, if necessary, and select **Cancel It**.

## Update your Appointment Reminder Preferences

Click on the main menu (three bars on the left), then click on the drop-down arrow beside your name, and choose **Profile**. Set your **Reminder Preferences** to receive an email reminder on your preferred day and time.