Scheduling an Appointment in Starfish

Welcome to Starfish® @ SUNY New Paltz!

Starfish is an easy-to-use tool that gives you the opportunity to connect with SUNY New Paltz on another level and help improve your success. Getting started is easy!

Log in Directions:

1. Sign in to my.newpaltz.edu
2. Click the "Starfish" Link (left-hand column)
3. If you are asked for log-in credentials, use your my.newpaltz.edu login information

Scheduling an Appointment

1. Click the **menu** icon
2. From the **menu**, click **My Success Network**
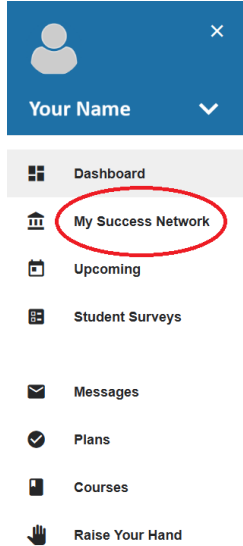
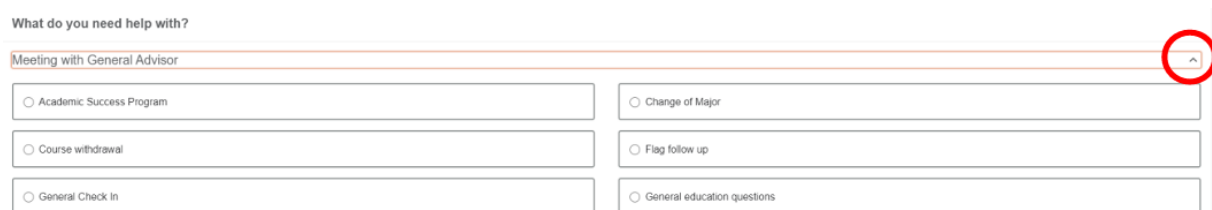3. Under the **Your Connections** section, you find your Success Network which can include the following:
   a. Your Advisor(s)
   b. Your Instructors for current courses
   c. Complex Director
4. Find the faculty/staff member in your Success Network list that you wish to schedule an appointment with
5. Click the **three dots** next to their name

6. A pop-up box will appear. Select **Schedule**
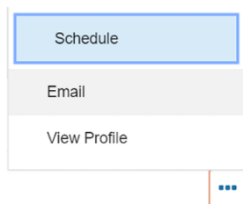
7. From here, you will be asked What do you need help with?
   a. Click the drop-down arrow (to the right) to select your appointment reason

8. Once your appointment reason is selected, you will be asked What day and time works for you?
   a. Scroll through your day and time options and select what day/time works best for you

What day and time works for you?

The appointment times you see do not overlap with your already scheduled appointments.

03-28-2022   →   04-04-2022

← March 2022 →

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	**28**	29	30	31		

Filter: All session types ▾

Friday, April 01

○ 9:00 am - 9:30 am   30m
WH 107

Monday, April 04

○ 9:00 am - 9:30 am   30m
WH 107

○ 11:30 am - 12:00 pm   30m
WH 107

9. Once a **day/time** is selected, confirm that everything looks correct
    a. It is recommended that you provide a brief description of the reason you scheduled the appointment

Does this look correct?

Date and Time
Tuesday, March 29
11:00 am – 11:30 am

Location
Wooster 107

Reason for Visit
Academic Success Program Change

Course
Add a course

If you want, tell us a little bit about what's going on so we can help

10. Click the **Submit** button to confirm and schedule your appointment
11. Check your New Paltz email for your appointment confirmation and details