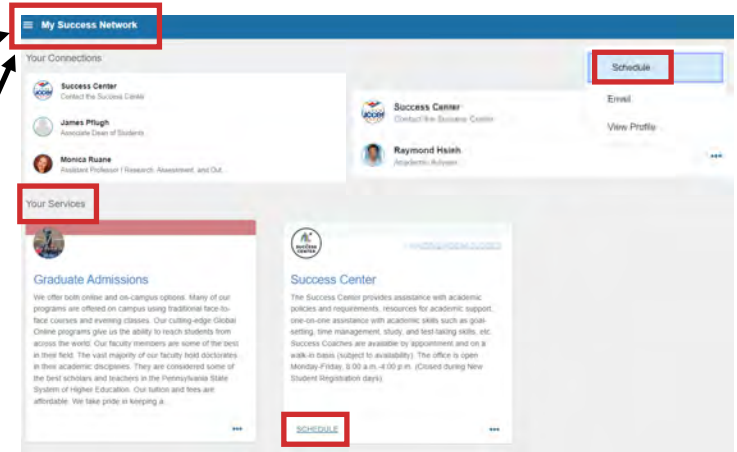


How to Make an Appointment in Starfish (a/o 8/22/24)

You can use Starfish to easily make appointments with your Faculty Advisor, Instructors, Tutoring, Writing Support, and other key resources for your academic success.

- Log in to [My.PennWest.edu](https://my.pennwest.edu), and click "Sign In" on the Starfish tile.
- Under **My Success Network**, view your faculty advisor, instructors, Services and others connected to you. If appointments are available, a "Schedule" link will appear.
- Click the three-lined menu in the upper left, select **Courses**. If support services are available, they will appear under the course name.



Managerial Accounting (ACC-3000-001-202430-30654)



- Schedule an Appointment by clicking "**Schedule Appointment**," choose a reason, and click "**Continue**."
- This will take you to the **Calendar**. On the calendar, you'll see a highlighted date range where you can view seven days at once or simply click on a day to view available times. Select a date and time that works for you, click "**Continue**."
- Select a **location** if required. Add any **details**, then click "Confirm."
- You and the person you're meeting with will receive an **email confirmation**. To view or edit the appointment, return to the "**Courses**" link or your Starfish dashboard.

