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 “Starfish” Link under “Resources” (left-hand side).

Scheduling an Appointment in Starfish

1. From the hamburger menu, select My Success Network
2. Under the **Your Connections** section, you find your Success Network which can include the following:
   a. Your Advisor(s)
   b. Your instructors
   c. Complex Director

3. Find the faculty/staff member in your Success Network list that you wish to schedule an appointment with.

4. Click the **three dots** next to their name

![Image of Sabikun Khan with three dots next to their name]

5. A pop-up box will appear. Select **Schedule**.

![Image of pop-up box with Schedule button highlighted]

6. 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.

![Image of drop-down menu with options]

7. 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
8. 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.

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