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 on another level and help improve student success. This powerful retention tool has improved student persistence at SUNY New Paltz as well as many colleges across the country.

Everyone has a role in student success at SUNY New Paltz!

Helping our students be successful is a team effort. Depending on your role within the institution, however, you will likely have very specific priorities and goals in mind when you think about how best to support your students. Starfish works with all members of our institution to address their specific needs.

Getting started is easy!

Log in Directions:

1. Sign in to my.newpaltz.edu.
2. Click “Starfish” Link under “Resources” (left-hand side).

Starfish will automatically display all students that you have been assigned or are enrolled in your courses. From there, you can raise alerts (flags, kudos, & referrals) about students, review alerts that have been raised about your students, and provide additional information.
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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

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

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.

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

What day and time works for you?
The appointment times you see do not overlap with your already scheduled appointments.

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.
11. Log into your **Office 365** email. **ONLY** use Web Version of Outlook for this step NOT the desktop app.

12. Go to your calendar.

13. Select **Share**.

14. Add the email

starfish@newpaltz.edu. Click **share**.
15. Now your Starfish Calendar will be synced with your Outlook calendar. Make sure to log out of both Starfish and Outlook and wait 15 minutes for the syncing to complete.

16. To check if your calendars are successfully synced, after 15 minutes, log into to Starfish.

17. From the hamburger menu, click on **Appointments**.

18. Click on the **week** tab.

19. Scroll down to view your calendar. You should now see all scheduled appointments that you previously scheduled through your Outlook calendar.