



Starfish | Student Success Platform

SUNY NEW PALTZ

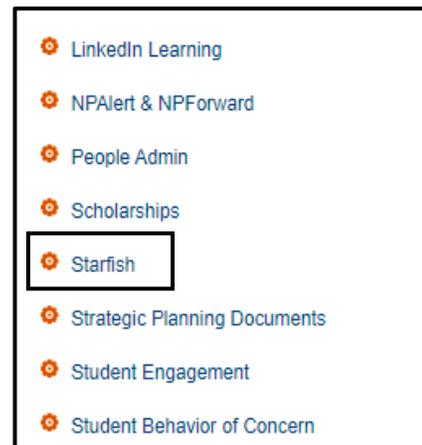
Scheduling an Appointment in Starfish

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:

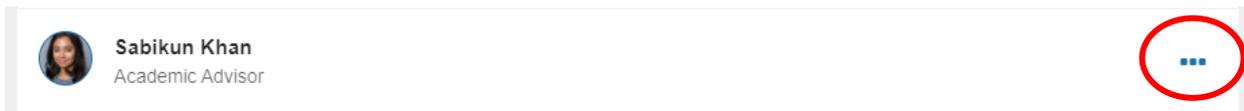
1. Sign in to my.newpaltz.edu.
2. Click “Starfish” Link under “Resources” (left-hand side).



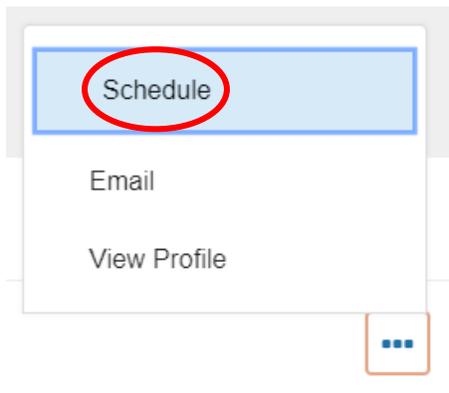
Scheduling an Appointment in Starfish

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



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.

What do you need help with?

Meeting with General Advisor 

<input type="radio"/> Academic Success Program	<input type="radio"/> Change of Major
<input type="radio"/> Course withdrawal	<input type="radio"/> Flag follow up
<input type="radio"/> General Check In	<input type="radio"/> General education questions

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.

03-28-2022 → 04-04-2022

Filter: All session types ▾

← 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		

Friday, April 01

9:00 am - 9:30 am
WH 107 30m

Monday, April 04

9:00 am - 9:30 am
WH 107 30m

11:30 am - 12:00 pm
WH 107 30m

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.

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

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