## STARFISH: SCHEDULING AN APPOINTMENT
### Student guide

1. **Log into PantherWeb:**
   - On the gold menu bar on top, click on Advising Appointment:
   - OR, click on the direct link: [https://palmbeachstate.starfishsolutions.com/starfish-ops/support/login.html](https://palmbeachstate.starfishsolutions.com/starfish-ops/support/login.html)

2. **Sign in with your PBSC User Name and Password**
   - Once you are logged in, Click on HOME at the top
   - Then click on My Success Network
   - You will see your PRIMARY ADVISOR.
   - Click on “Schedule Appointment” under the Email

3. **Once you are logged in,** Click on HOME at the top

4. **Then click on My Success Network**

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   - Click on “Schedule Appointment” under the Email

6. **Click on the DAY you want to make the appointment.**

7. **Click on “Sign Up” when you find availability**

8. **Choose the REASON:**
   - Academic Advising
   - Career Advising
   - Financial Aid
   - Hold
   - Registration / class schedule

9. **Choose WHERE (location):**
   - Office appointment
   - Phone appointment
   - Skype/Live Chat appointment

10. **Please include Details why you are coming in**

11. **Click Submit**

12. **You will receive an email on your PBSC email account confirming your advising appointment**

13. **To CANCEL or EDIT**
   - Find the appointment on your Upcoming Appointments shown on the Starfish Student home page Dashboard.

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### Having Trouble?
For technical issues, contact Patricia Hoyle at StarfishSupport@palmbeachstate.edu