Scheduling an Appointment with Your SSA or Career Strategist in Starfish

1. Log in to the My Guttman Portal, then click on Starfish.

2. Click the navigation menu and select My Success Network. Find the blue triangle beside the name of the person with whom you want to schedule an appointment. Click on it, then select Schedule.
3. Select the reason that best matches why you are making your appointment and click to *Continue*. Adjust the date range to choose dates and times that work for your schedule. Select an appointment from those listed, then click to *Continue*.

4. Make any necessary adjustments to your appointment, such as duration or course. Add a description of your reason for meeting in the comment box. If needed, use the *Back* button to return to the previous screen. You **MUST** click *Confirm* to finish scheduling the appointment. A confirmation is displayed once your appointment is scheduled.

5. Appointment details, date, time, and location will be sent to your Guttman email account. The appointment will also be listed on your Starfish *Dashboard*. Make sure to arrive at the designated location on time.