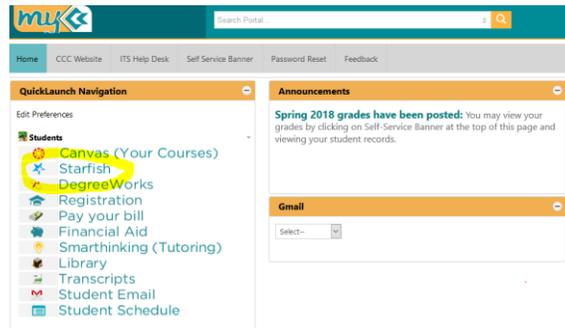


## How to schedule an advising appointment in Starfish

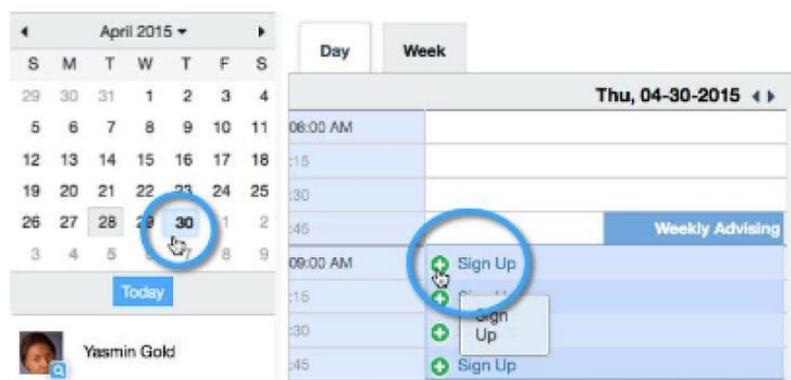
1. You can access the **myCCC** portal through the CCC main webpage: [www.coconino.edu](http://www.coconino.edu) under **Quick Links** at the top of the page. Your user ID is your Comet ID, which is made up of a combination of five characters, starting with your first and last initial. The default password is your birthday in this format: MMDDYY. (For example, if your birthday is January 31, 1999, your password would be 013199). If you don't know your Comet ID or have changed your password from the default and need to have it reset, please contact the CCC ITS Help Desk at 928-226-4357.
2. Click on the Starfish link to access your appointment



3. Make an appointment
  - a. Click the **Schedule Appointment** link below the contact information for the desired person or service in the **My Success Network** or **Courses** channel.



- b. Use the small calendar on the left to quickly identify days with available office hours (available days will be show in **bold**). Click the desired date in the small monthly calendar to display availability on that day.
- c. Available time slots on the selected day will include a **Sign up** link. Click the **Sign Up** link associated with the desired time slot.



- d. This opens the **Add Appointment** form. Complete the form by selected a reason for the meeting and a course (if relevant). Include an explanation of what you need so that your instructor or advisor can be prepared for the meeting.
- e. Click **Submit** to set the appointment. You will get an email with the appointment details and the appointment will be listed on your **Dashboard**.

## Change an Appointment

Upcoming appointments will be listed on your **Dashboard** in the time line view (left column). Click the edit icon (pencil icon) to modify the appointment or cancel icon (x icon) to cancel it.