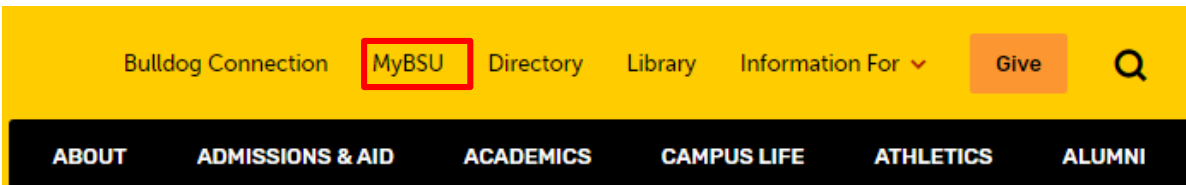


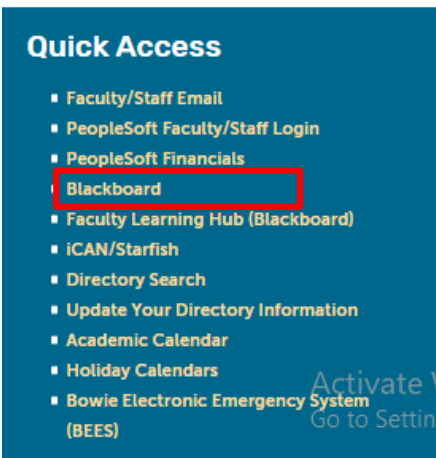
Academic Advising Center

How to Make an Appointment on iCAN/Starfish

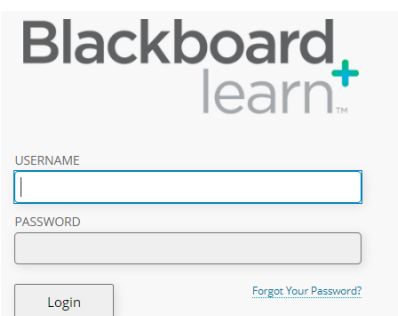
1. Go to www.bowiestate.edu and select “MyBSU”.



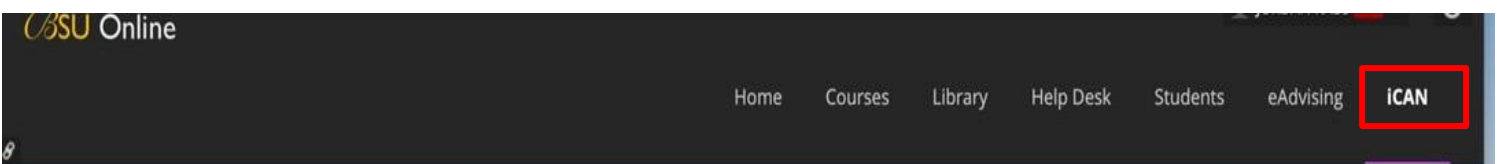
2. Scroll down and select “Blackboard” from the Quick Access menu.



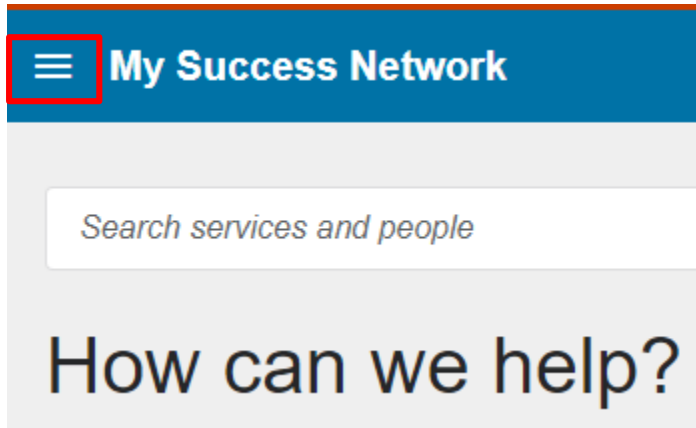
3. Log into Blackboard.



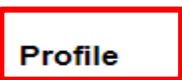
4. Select “iCAN” from the upper right hand corner.



5. Select menu icon next to My Success Network.



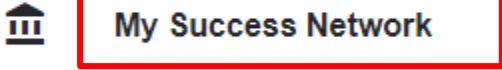
6. Click the drop down arrow and then select "Profile".



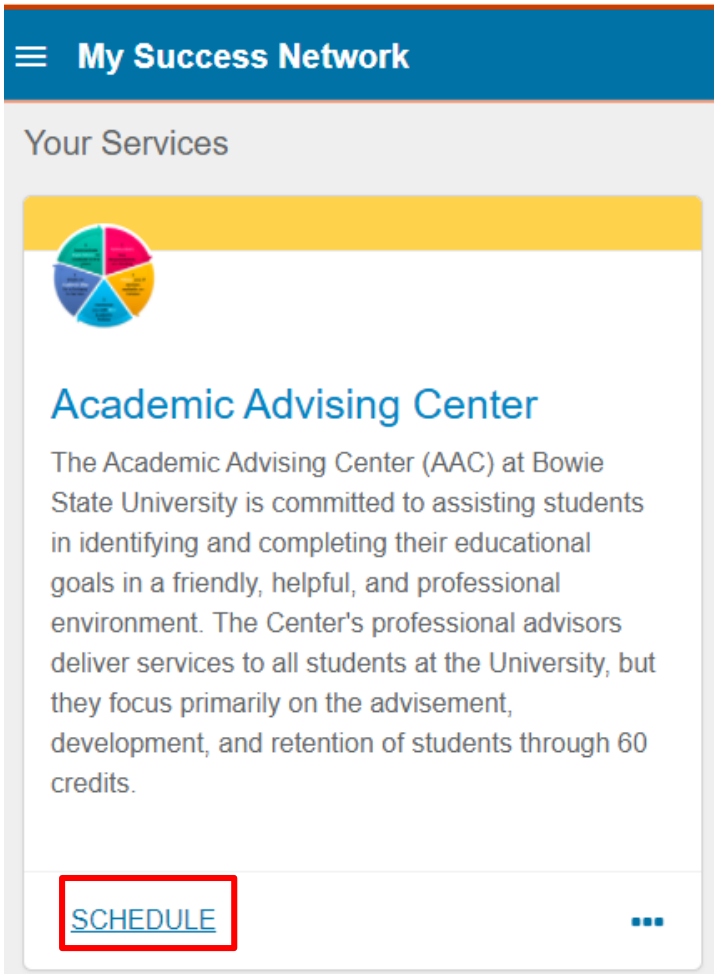
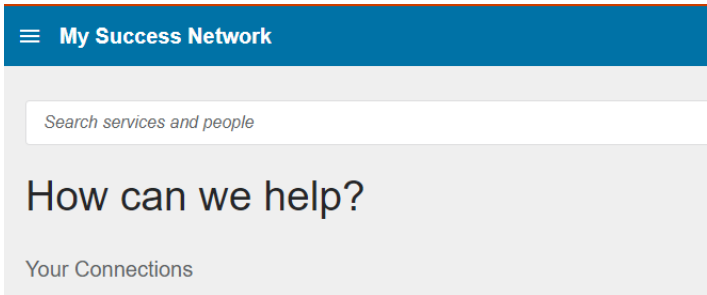
7. Update appointment "Reminder Preferences" and contact information. Add profile picture (optional). Click "Submit" and "OK".

A screenshot of a user profile update form. On the left is a gray silhouette of a person's head and shoulders with a blue "Upload Photo" link below it. To the right are several input fields: "Institution Email", "Alternate Email", "Email Preference" (with a checkbox for "Also send notifications to my alternate email address"), "Phone", "Cell Phone", "Video Phone", and "Time zone" (with a dropdown menu set to "(GMT-05:00) Eastern Time"). Below these fields is a section titled "Weekly Updates" with a checkbox for "Send me a weekly status update about My Success Network". Below that is a section titled "Reminder Preferences" with two checked checkboxes: "Email me" at "15" minutes before the start of an appointment, and "Email me at" "8:00 am" the day of " " an appointment. At the bottom right of the form are two buttons: "Never Mind" and "Submit". A red box highlights the "Reminder Preferences" section. At the bottom left, there is a red asterisk and the text "Required fields". At the bottom right, there is a watermark for "Activate Windows" and a link to "Go to Settings to activate Windows".

8. Select menu icon next to Starfish and click on "My Success Network"




9. SCROLL DOWN to the Academic Advising Center icon and select "Schedule".



10. Select reason option “Registration/Class Schedule” and “Continue”.

Schedule Appointment



Academic Advising Center

What do you need help with?

Referrals

Registration / Class Schedule

Review academic level of courses

Second-year advising

Seek career advice

Study abroad


[CANCEL](#) [CONTINUE](#)

11. Select a date on the calendar, all available appointment slots for that date will appear on the right. If an appointment slot does not appear, select another date.


← **October 2020** →

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

9:00 am - 9:30 am 30m

 **ALLEN MOSLEY**
Academic Advisor
Online Advising


9:00 am - 9:30 am 30m

 **GLORIA ALEXANDER**
Academic Advisor, Instructor
Blackboard Collaborate and Email


12. Select an appointment time and click “Continue”. You DO NOT have an assigned advisor so you may choose anyone from the list.

Tuesday, October 27 29 available

8:30 am - 9:00 am 30m

 **ALLEN MOSLEY**
Academic Advisor
Online Advising

8:30 am - 9:00 am 30m

 **GLORIA ALEXANDER**
Academic Advisor, Instructor
Blackboard Collaborate and Email


[CONTINUE](#)

13. Review your appointment information and select "CONFIRM". An email confirmation will be sent to your BSU email account.

Does this look correct?

Date and Time
Tuesday, October 27
8:30 am – 9:00 am

Team Member

 ALLEN MOSLEY
Academic Advisor

Location
Online Advising

Meeting Instructions

Reason for Visit
Registration / Class Schedule [Change](#)

Course
[Add a course](#)


If you want, tell us a little bit about what's going on so we can help

[BACK](#)

Activate Windows
Go to Settings to activate Windows

CONFIRM

14. A confirmation page will appear. An appointment confirmation will be sent to your BSU email account.


 I look forward to seeing you!



Academic Advising Center

Date and Time
Tuesday, October 27
8:30 am – 9:00 am

Team Member

 ALLEN MOSLEY
Academic Advisor

Location
Online Advising