## How to Schedule a Tutoring Appointment in Starfish:

- 1. Go to Student Success Center | Bowie State
- 2. Click on "Make a Tutoring Appointment with Starfish



3. Once you click "Make a Tutoring Appointment with Starfish. Enter your BSU Username and Password

| Welcome!<br>You have reached the Web access to iCAN, powered by<br>Starfish Early Alert. If you are new, the first step is to fill-in your<br>contact information and optionally upload a picture. Log in and<br>click on your name to open the menu, follow the prompts.<br>-Students, use "My Success Network" in the left panel to<br>communicate and schedule appointments with instructors,<br>academic advisors, retention coordinators, Financial Aid and | Sign In to Starfish<br>Username |
|--|---------------------------------|
|  | Login Forgot password           |

- 4. After you enter your credentials, it will take you to the homepage. From there, you'll click the 3 lines in the upper left-hand corner.
- 5. You'll click "My Success Network" That will bring you here:



6. Scroll to "Your Services" and you'll see a tab that says "Student Success Center, Tutoring"



- 7. You'll click "Schedule"
- 8. Choose which course you need help in and click "Continue"
- 9. You'll choose which date and time works for you and then press "Continue"

| t Schedule Appointment   |                                   | Q Search for Students |  |
|--|-----------------------------------|-----------------------|--|
| Student Su   | uccess Center, Tutoring           |                       |  |
| What day and time works for you?<br>The appointment times you see do not overlap with you  | r already scheduled appointments. |                       |  |
| You can make appointments through ICAN . You are welcome email the Tutoring Coordinator if scheduling issues arise: eajohnson@bowiestate.edu or at studentsuccesscenter@bowiestate.edu |                                   |                       |  |
| 06-21-2023 $ ightarrow$ 06-23-2023   | Filter: All session types *       |                       |  |
| ← June 2023 →  | Friday, June 23                   | 20 available          |  |
| Su Mo Tu We Th Fr Sa   | ○ 12:00 pm - 12:15 pm             | 15m                   |  |
| 1 2 3  |                                   |                       |  |
| 4 5 6 7 8 9 10   | ○ 12:15 pm - 12:30 pm             | 15m                   |  |
| BACK   |                                   | CONTINUE              |  |

10. Next, you'll look over the details of your appointment and confirm that all the information is correct

| t Schedule Appointment  | Q Search for Students  |  |
|---|--|--|
| Student Success Center, Tutoring  |  |  |
| Does this look correct?   |  |  |
| Date and Time<br>Friday, June 23<br>12:00 pm – 12:15 pm<br><u>Change duration</u> | Reason for Visit<br>MGMT 101 <u>Chanee</u><br>If you want, tell us a little bit about what's going on so we can help |  |
| Team Member<br>BRITE ASSOGBA  |  |  |
| Location •  |  |  |
| BACK  | CONFIRM  |  |

11. Once, you've completed all these steps you have successfully made an appointment using Starfish