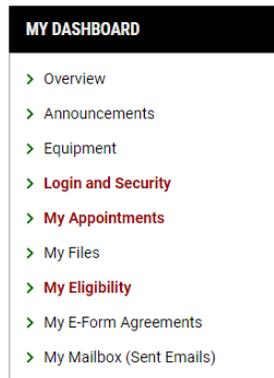


Requesting an Appointment in STARS

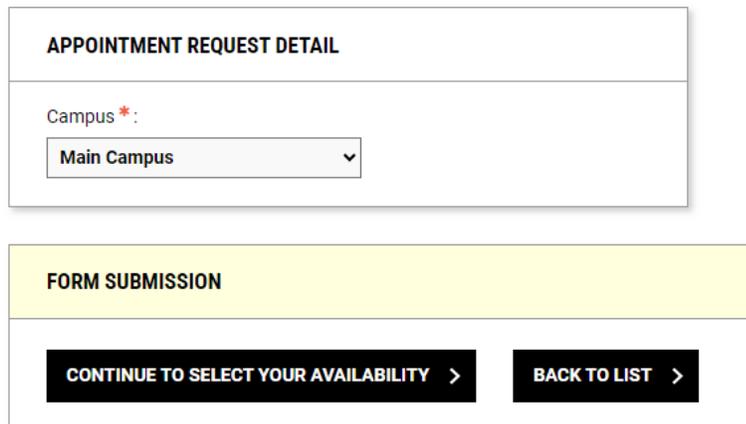
Log into STARS and select My Appointments from the My Dashboard menu.



Select Request an Appointment on the right side of the page. If there were any appointments scheduled, they would be listed.



Under Appointment Request Detail, choose the correct campus and Continue to Select your Availability.



The screenshot shows the 'APPOINTMENT REQUEST DETAIL' form. It includes a 'Campus *' dropdown menu with 'Main Campus' selected. Below this is a yellow 'FORM SUBMISSION' section containing two buttons: 'CONTINUE TO SELECT YOUR AVAILABILITY >' and 'BACK TO LIST >'.

Lastly, select the type of appointment, indicate the reason for meeting in the Note or Concerns box, the purpose of the appointment and at least 3 available time slots that work for the appointment. Then select Add Appointment Request. Please note, the times you select may not be available on your specialist's schedule. Should there be any conflicts, a staff member will reach out to determine other available times.

APPOINTMENT REQUEST DETAIL

Campus *:
 Main Campus

Type *:
 Microsoft Teams

Note Or Concerns:

APPOINTMENT PURPOSES *

Hint: You are required to make a minimum of 1 selections and a maximum of 50 selections.

Student Appointment

- Alternative Media
- Individual Student Appointment
- Intake
- Walk-Through
- Crisis Intervention
- Information Request
- Temporary Medical

Technology

- Adaptive Technology
- STARS Support
- Equipment

SELECT YOUR AVAILABILITY *

Hint: You are required to make a minimum of 3 selections and a maximum of 20 selections.

TUESDAY, NOVEMBER 05, 2024

09:00 AM - 10:30 AM

10:30 AM - 12:00 PM

01:00 PM - 02:30 PM

02:30 PM - 04:00 PM

Once the appointment request has been created, you will see the request on your Appointments tab, under your My Dashboard menu.

APPOINTMENT REQUEST

Campus:
Main Campus

Who You Would Like to Meet:
Rachael TEST

Type:
Microsoft Teams

Earliest Availability:
Tuesday, November 05, 2024 10:30 AM - 12:00 PM

MODIFY / CANCEL REQUEST >