How to schedule a tutoring appointment in Starfish (3-31-20)

Log in to your Starfish Home page by:
1. Clicking the login button at the top right corner of the [CCRI Main page](https://cri.starfishsolutions.com/starfish-ops/session/vca/login.html) and select Starfish.
2. Use your CCRI username and password to sign into Starfish.

3. Click on the three lines in the top left corner of the screen to display a drop-down menu.
4. Next, click on Courses.

**Note:** Here you will see all the courses you are taking this semester and past semesters.
**IMPORTANT**

- Your tutor will send you a separate email that includes the meeting link.
- This link allows you to join your tutor online. **DO NOT** click the invite link until the day of your appointment!
- The day of your appointment join the meeting no more than 10 minutes prior to your tutoring appointment.

If a tutor is available for this class, you will see a “Schedule Appointment” link.

5. Click on the link and follow the steps to schedule your tutoring appointment.
6. Be sure to click **CONFIRM** on the last page to complete the process.
7. You will receive a confirmation email.

**WHAT HAPPENS IF THERE IS NO TUTOR FOR YOUR COURSE?**

Please consider making an appointment to speak with an academic coach.

- An academic coach will help you develop or improve your learning and time management strategies with a special focus on learning online.
- Go to your Starfish Success Network and locate Academic Coaching & Study Strategy Workshops
- Click on the schedule link to book an appointment.