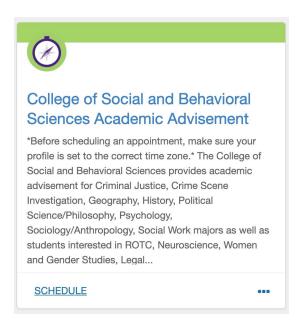
# How to schedule an appointment with a General CSBS advisor through Starfish:

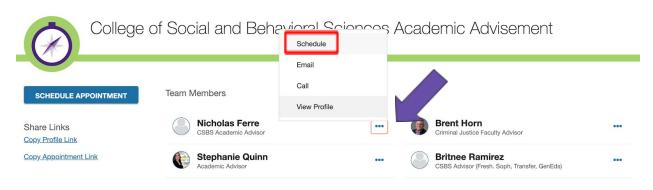
## 1. Log in using your eWeber username and password

SU Home   eWeber ectory   WSU Online     WEBEI E UNIVERSIT				user	Don't know your Wildcat username or password? Contact IT Service Desk!	
Wildcat Username e.g. Waldowildcat Need your Wildcat Username Password Forgot your password? To update your password or - questions, please go to Passw service.	Log In	providing secure acces security, please log ou done accessing service <b>Have You Set Up Your</b> With your challenge q	iversity's Central Authentico s to campus web application t and exit your browser whe es that require authentication <b>Challenge Questions?</b> uestions you will be able to a even if you forget it! <u>Create</u> ons now.	ns. For your n you are n. reset your	IT Service Desk If you are experiencing proble we can help. 801-626-7777	
2. Type " app	Starfish"	into y	/our eWeber	Portal	and click on the	
	Starfish"	into y Starfish	your eWeber	Portal	and click on the	
app Favorites		Starfish			and click on the	
app Favorites Favs		Starfish				
app Favorites Favs Categories		Starfish eWeber S				
app Favorites Favs Categories Featured		Starfish eWeber S	Search Re			

- 3. If this is your first time using Starfish, <u>set up your Starfish</u> <u>profile</u>. The time zone setting defaults to Mountain Time. If you live in a time zone other than MT, make sure to change the time zone settings on your Starfish profile, otherwise the meeting times for you and your advisor will not match up.
- 4. Click on the College of Social and Behavioral Sciences Academic Advisement. If it doesn't appear on your dashboard when you open the app, use the search bar to find it.



5. Click on the arrow next to one the advisor's name, then click "Schedule." (You can only make general advising appointments with Nick Ferre, Stephanie Quinn, or Britnee Ramirez.)



#### Overview

"Before scheduling an appointment, make sure your profile is set to the correct time zone." The College of Social and Behavioral Sciences provides academic advisement for Criminal Justice, Crime Scene Investigation, Geography, History, Political Science/Philosophy, Psychology, Sociology/Anthropology, Social Work majors as well as students interested in ROTC, Neuroscience, Women and Gender Studies, Legal Studies (Pre-Law), Gerontology or Public Administration minors. Services include general education advisement, major exploration, triage services for all COSBS majors, and community outreach services as needed.

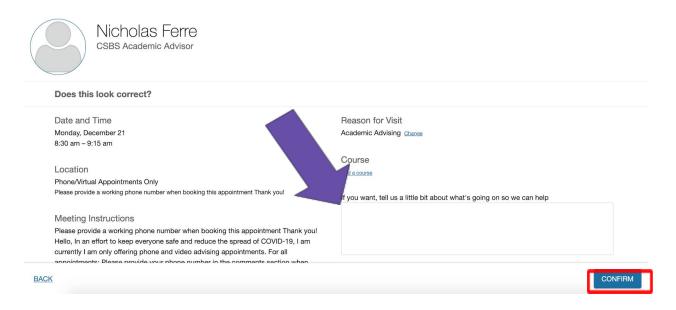
# 6. Select the type of appointment you need

Nicholas Ferre CSBS Academic Advisor		
What do you need help with?		
Academic Advisement		^
Academic Advising	O Bounce Back Hold	
O Financial Aid Suspension Appeal	O Major/Minor Exploration	
O New Student Initial Appointment	O Other- please specify	
Registration/Class Schedule		
CANCEL	CONTINU	E

### 7. Find a day/time that works for your schedule, and click "Continue"

Nicholas Ferre CSBS Academic Advisor				
What day and time works for you?				
The appointment times you see do not overlap with your alread	dy scheduled appointments.			
12-18-2020 → 12-25-2020 SI	All session types *			
← December 2020	Monday, December 21			6 available
Su Mo Tu We Th Fr   1 2 3 4	O 8:30 am - 9:15 am Phone/Virtual Appointments Only	45m	O 10:45 am - 11:30 am Phone/Virtual Appointments Only	45m
6 7 8 9 10 11 12		45m	2:15 pm - 3:00 pm	45m
Use this date range			Phone/Virtual Appointments Only	
search for future appointments!	4.00	45	○ 4.45 E.00	AE
appointments:				CONTINUE

#### 8. Type any helpful details/information into the box, then click "Confirm"



9. Show up to your appointment approximately 5 minutes early, and follow any instructions in the confirmation email that you receive (in your WSU email account) beforehand.

If you have any issues scheduling, please email <u>CSBSadvising@weber.edu</u> or call our general line (801) 626-7809 and leave your name, W#, major, a phone number, and your available days/times for an appointment. Explain that you cannot use Starfish. We will call you back within 24 hours to help you schedule your appointment over the phone!