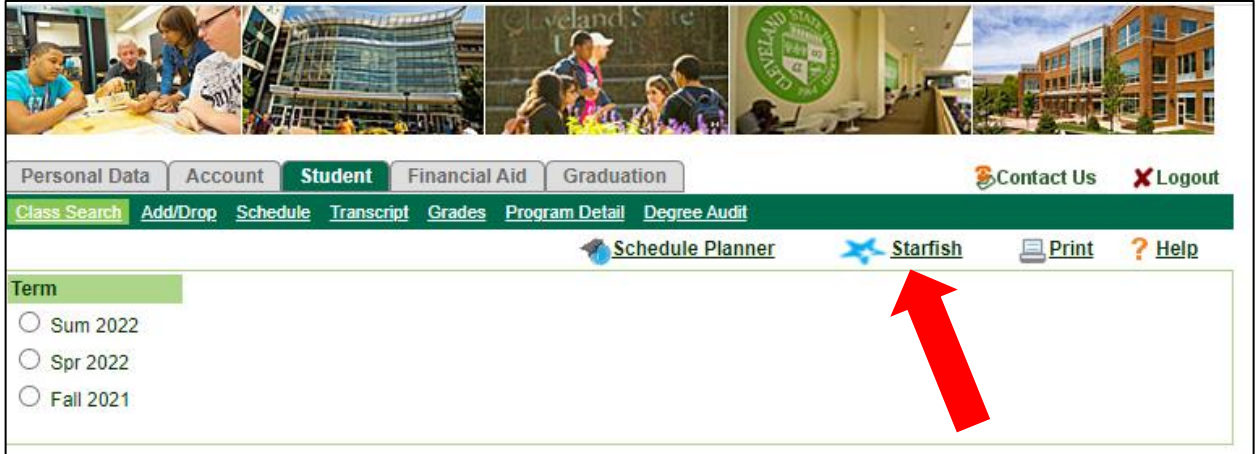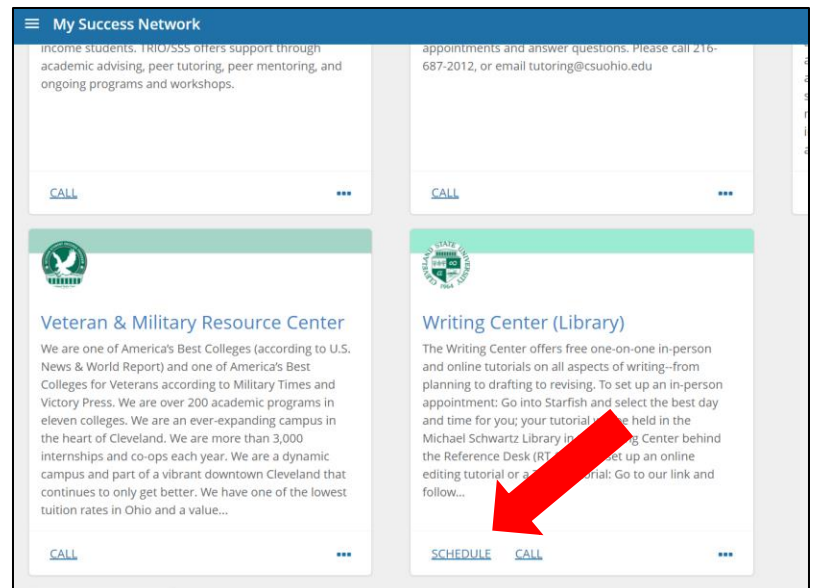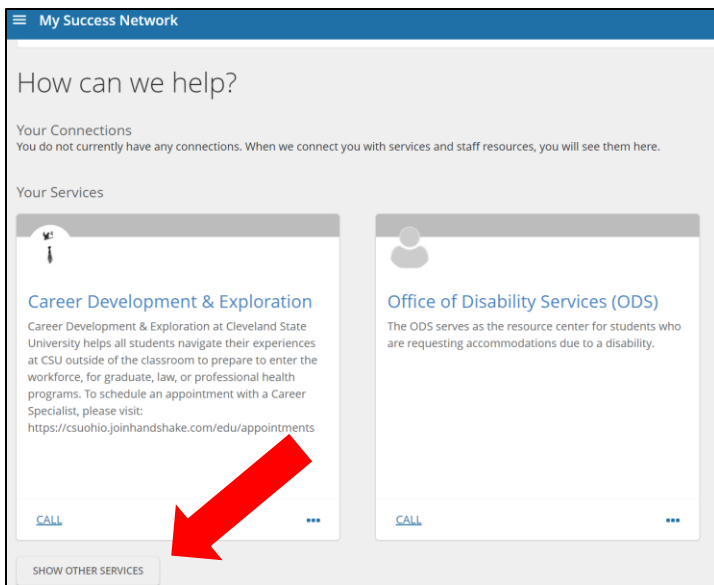# How to Sign Up for the Writing Center in Starfish

1. Log into Starfish via your CampusNet Account> Select 'Starfish' in your Student tab.



2. Select the options button ☰ at the top-left corner of your screen, then select 'My Success Network'. Scroll-down to the bottom of the screen and select 'Show Other Services'. Select 'Writing Center'. Click on 'Schedule' to find an appointment.

3. Select the reason for your appointment from the following options. Click 'Continue'.



4. You will be directed to the Writing Center's calendar. There may be a variety of appointment times and locations available. Select the day/time that works best for you. Then, click 'Continue'.

5. There may be multiple appointment locations (e.g., Zoom, Writing Center), you will need to select your preferred location. Click the drop-down arrow under 'Location'. In the text box on the right, you can add more information about why you are scheduling the appointment. Then, click 'Confirm'.



6. That's it! You will receive a confirmation email with the time and location. The final page allows you to make a change to the appointment and view upcoming ones, if needed.



**\*Call the Writing Center at 216-687-6981 for further assistance.**