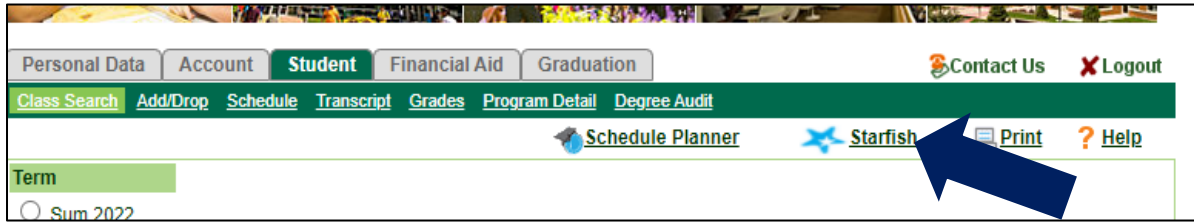

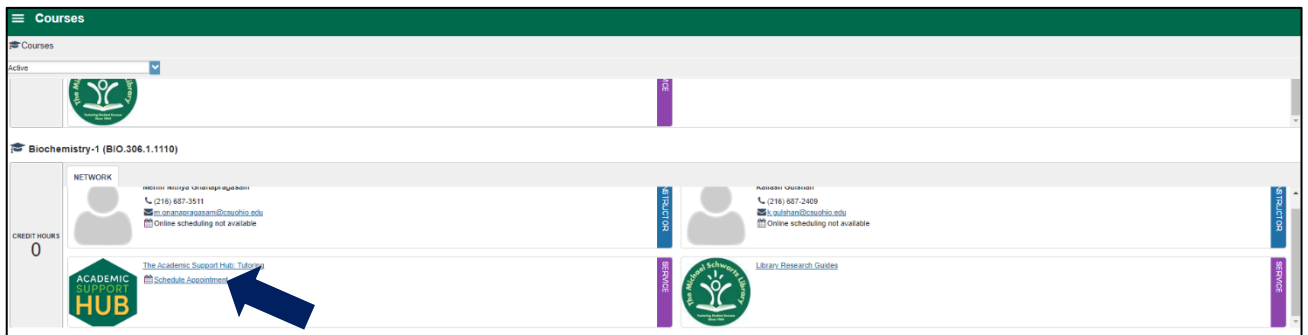


Sign-Up for Tutoring at The Hub in Starfish

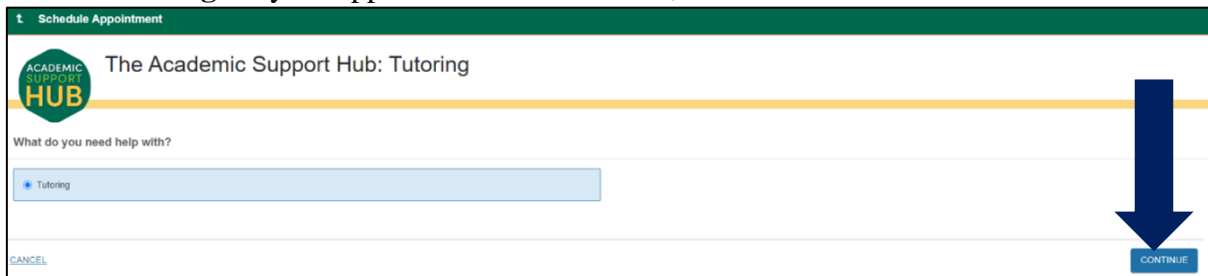
1. Log into Starfish via your CampusNet Account. Select **Starfish** in your **Student** tab.



2. Click on the options button  in the top-left of your screen. Select **Courses** from the menu. If tutoring is available for your course, you will see the Hub listed. Click the **Schedule Appointment** link listed under the Hub.

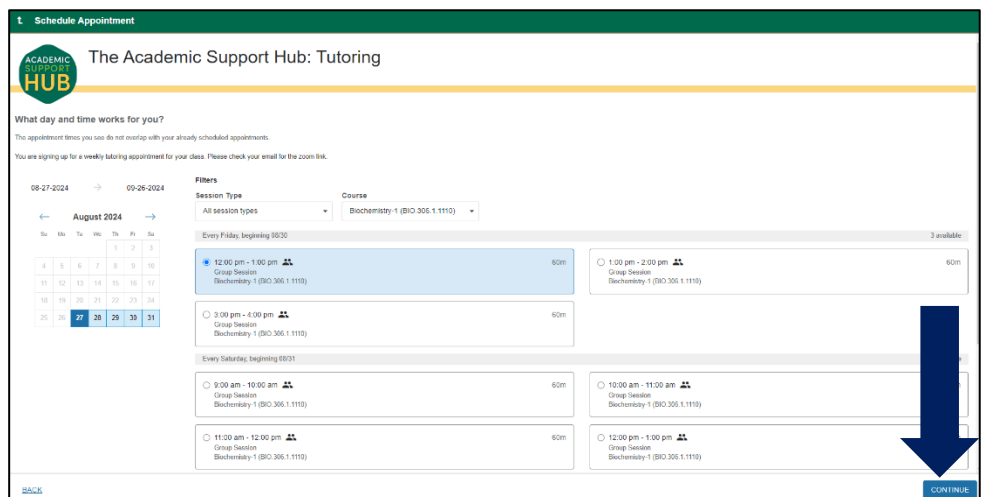


3. Select **Tutoring** for your appointment reason. Then, click **Continue**.



4. Select the day/time that works best for you. Then, click **Continue**.

*You are scheduling a recurring, weekly tutoring appointment, so make sure that the time slot you pick works throughout the semester!



5. In the text box on the right, you can add more information about what you need assistance with. Then, click **Confirm**.

The screenshot shows the 'Schedule Appointment' page in the Academic Support Hub. The page has a green header with the title 'Schedule Appointment' and a yellow horizontal line below it. The main content area is white and contains the following information:

- Does this look correct?**
- Date and Time:** Every Friday, 12:00 pm – 1:00 pm; Starts: Fri 8/30; Ends: No later than end of term.
- Reason for Visit:** Tutoring [Change](#)
- Course:** Biochemistry 1 (BIO 205)
- Team Member:** Hub Tutor (with a person icon)
- Location:** BH 233
- Group Session:** Group Session

On the right side, there is a text box with the placeholder text: "if you want, tell us a little bit about what's going on so we can help". This text box is circled in black. At the bottom right of the page, there is a large blue downward-pointing arrow and a blue button labeled "CONFIRM". A "BACK" link is visible at the bottom left.

6. That's it! You will receive an appointment confirmation email. The final page allows you to make a change to the appointment, if needed.

***Call the Academic Support Hub at 216-687-2012 for further assistance with scheduling an appointment.**