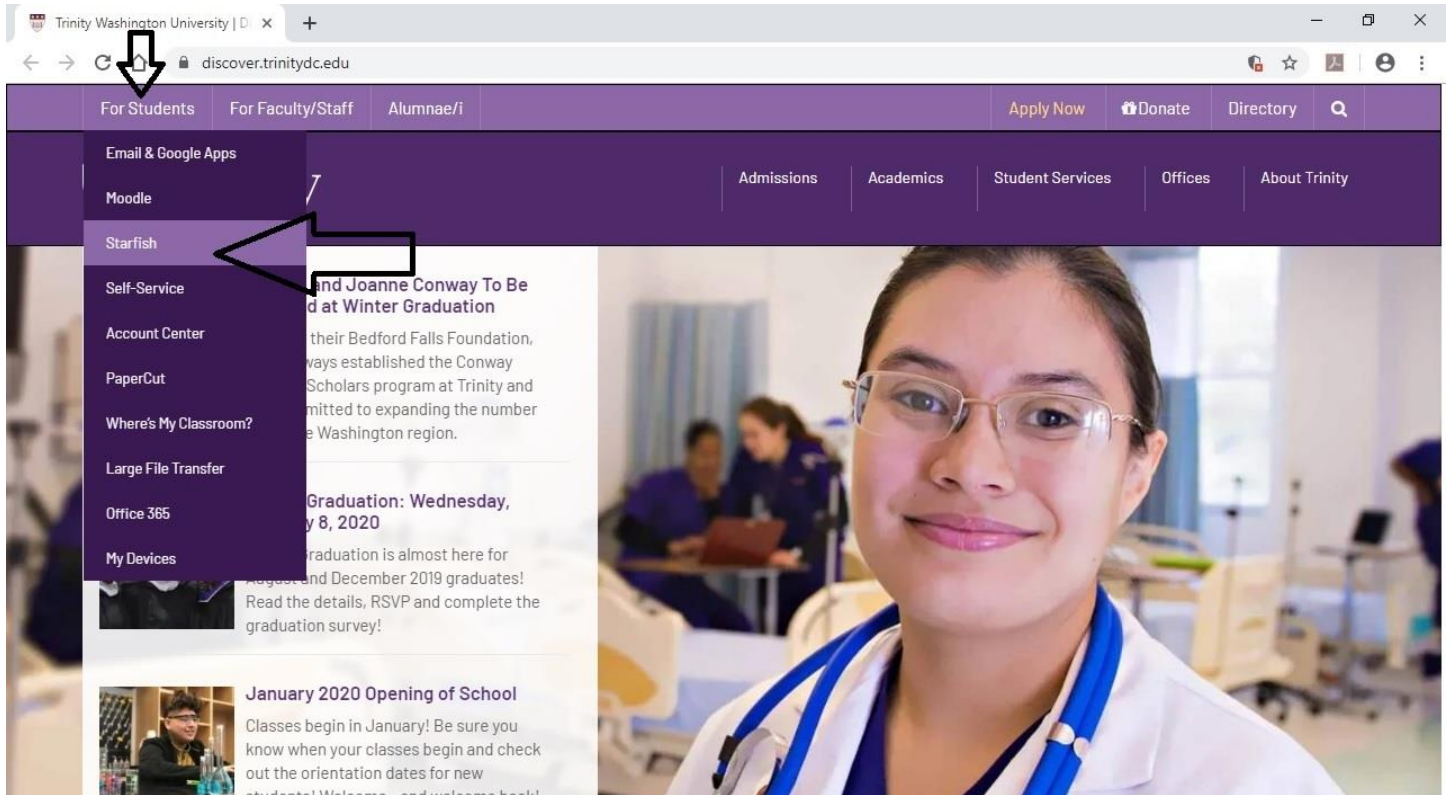


STARFISH GUIDE:

HOW TO SCHEDULE AN APPOINTMENT WITH THE OFFICE OF CAREER SERVICES

1. From Trinity's website (www.discover.trinitydc.edu), click on the "For Students" tab then select "Starfish." You will be taken to the next page titled, "Sign In with your Trinity Login" web page.



1. Enter your Trinity username and password. You will be taken to the Starfish homepage.



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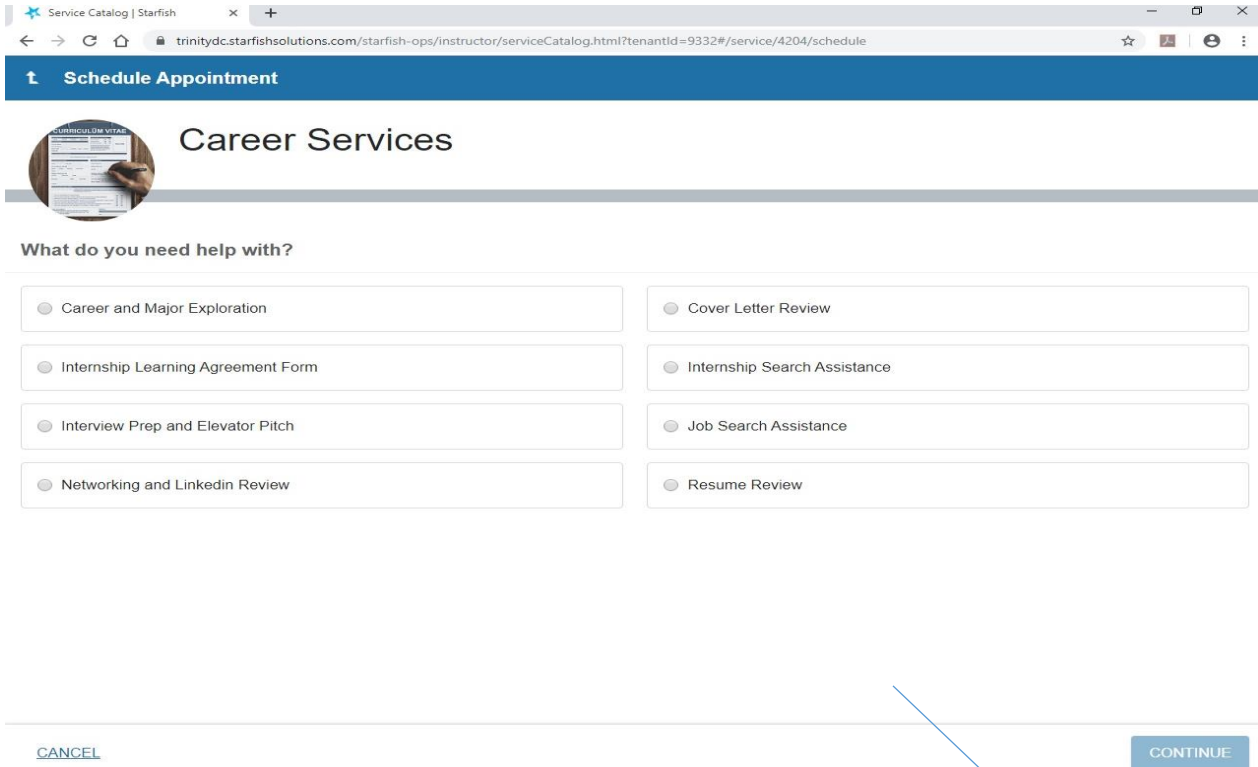
2. This is the Starfish home page. "My Success Network" lists the various departments on campus that you can schedule an appointment with. Click "Career Services" to be taken to the next web page titled, "Schedule Appointment."

The screenshot shows a web browser window with the URL trinitydc.starfishsolutions.com/starfish-ops/instructor/serviceCatalog.html?tenantId=9332#/. The page title is "Service Catalog | Starfish". The main heading is "My Success Network". Below this is a search bar with the placeholder text "Search services and people". The section "How can we help?" is followed by "Your Connections" which lists four staff members: Michele Bowie (Dean of Student Services), Kimberly LaBoone (Director of Academic Services), Sita Ramamurti (Dean, College of Arts & Sciences), and Keisha Rollins-Monroe (Assistant Professor & Conway Scholar Mentor). The "Your Services" section displays a grid of service cards. The "Enrollment Services" card shows "1 in line, 46m wait". The "Career Services" card is highlighted with a large black arrow pointing to it from the right. The "Academic Support Services" card is also visible. At the bottom of the page, the URL <https://trinitydc.starfishsolutions.com/starfish-ops/instructor/serviceCatalog.html?tenantId=9332#/service/4204/schedule> is visible.

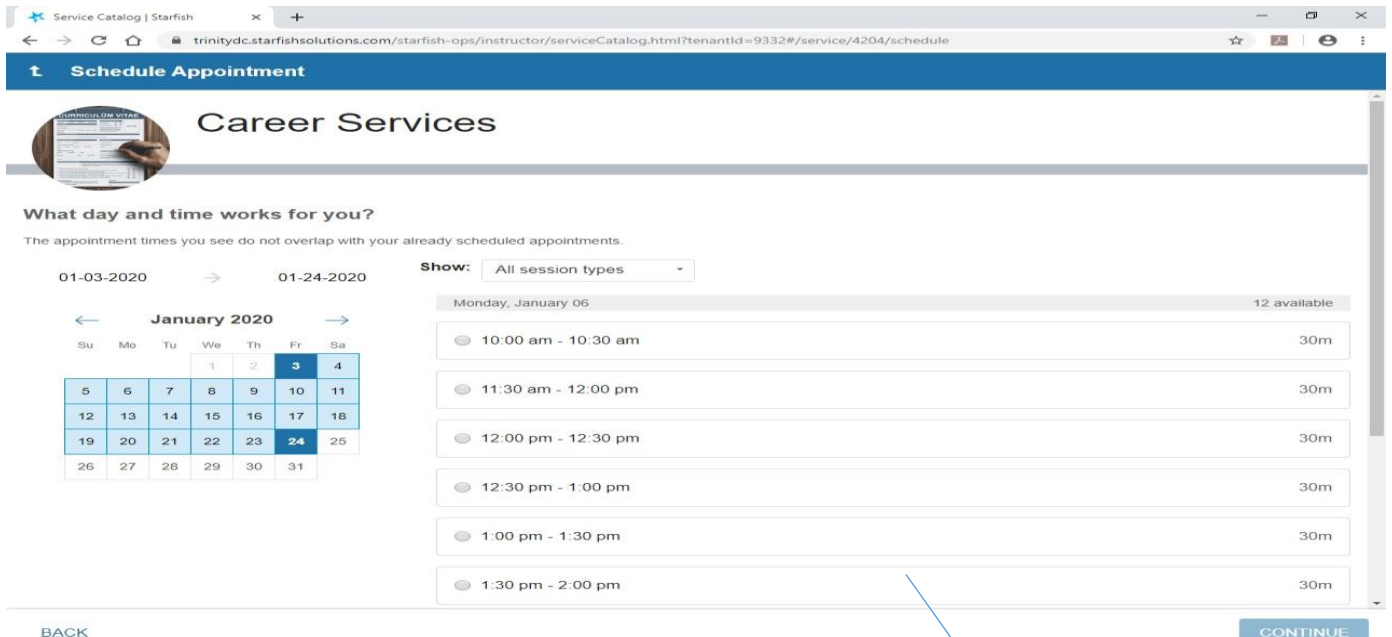
STARFISH GUIDE:

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3. The “Schedule Appointment” page lists the various services offered by the Office of Career Services. Choose one appointment category and then click “Continue.” The system only allows you to choose one item per an appointment. If you need help with multiple items, you must make separate appointments.



4. This “Schedule Appointment” page lists the appointment days and times that are available. Select a date and time that works best for you then click “Continue.”



STARFISH GUIDE:

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5. Review and confirm your scheduled appointment, location and session type. You can add notes in the text box to provide further details for your appointment. *Example: "I am a Nursing major. I would like to create a resume to apply for a job in the health care field."* Click "Confirm" when you are done.

Service Catalog | Starfish

trinitydc.starfishsolutions.com/starfish-ops/instructor/serviceCatalog.html?tenantId=9332#/service/4204/schedule


Schedule Appointment

Career Services

Does this look correct?

Date and Time
Monday, January 06
12:00 pm – 12:30 pm

Reason for Visit
Resume Review [Change](#)

Team Member
 Elva Lovoz
Career Services Coordinator

Course
[Add a course](#)

Location
Library 103

If you want, tell us a little bit about what's going on so we can help

[BACK](#) [CONFIRM](#)

6. You will receive an e-mail confirmation shortly after confirming your appointment. If you need to cancel or reschedule, log into Starfish to complete this process.