Navigating to Blackboard and logging in using your e-id and password. Click on the Starfish tab in your toolbar.

1. To schedule an appointment with your Academic Advisor, click ‘See available appointments’ under your Advisor’s name.

2. You should then select a bolded date on the calendar on the left side.

3. Continue clicking through the dates until you find ‘Sign Up’ times indicated below. Click on an available time to finish setting up your appointment.
4. From the ‘Add Appointment’ prompt, select a ‘Reason’ for your appointment, include any details you may want your Advisor to have, then ‘Submit’. You should now see your appointment time in your calendar.

Once an appointment has been scheduled you should receive a reminder sent to your SIUE email. You can also see upcoming appointments in your ‘My Message’ center at the lower right hand corner of your Starfish homepage, or in your calendar by clicking on the ‘Appointments’ tab in the upper left hand corner of your Starfish homepage.