How to schedule appointments with your Adviser

Log on to Starfish from the Queensborough homepage, select Starfish from the main login menu, use your TigerID credentials for log on. You may look-up your TigerID and/or password if you have forgotten either by visiting, https://pass.qcc.cuny.edu

**Step 1:** Find your adviser from the network page, click on the 3 dots next to their name and select “schedule”.

**Step 2:** Select the appointment type and reason, then click continue. Use the mini calendar on the left to select a date and time that works best for you, then click continue to proceed.
**STEP 3:** To schedule an appointment you MUST click **CONFIRM**. There is also a field to add any additional comments if needed. You can use the **Back** button located opposite the confirmation button to return to the previous screen.

The next screen displays a confirmation once your appointment is scheduled. Appointment details, date, time, and location will be emailed to your Office 365/outlook email account. All you have to do now is make sure that you are present for the meeting at the designated time.