Starfish

Cancel a Starfish Appointment

Step 1. Logging Into Starfish

Login to starfish by going to <u>starfish.tamucc.edu</u> or scan the QR code to the right. Complete DUO login authentication when prompted.

Please be aware that Starfish Accounts take 48 hours after <u>completing</u> Online Orientation, 48 hours after signing up for an In-person Orientation, or 48 hours after registering for a course.







Step 2. Cancel an Appointment

On the **Upcoming** tab, you can view scheduled appointments and make changes. Click on an appointment to make changes to it, such as changing the location or duration, when available. You can cancel the appointment by clicking the ellipsis **•••** and selecting **Cancel appointment**.

Your advisor will receive an email notification of your cancelation

≡ Upcoming	
Service Provider Name Academic Advisor I	
Thursday, February 29 3:00 pm-3:30 pm	
In Person - FC 148 Please Check in at the Front Desk	Cancel appointment

A comment box will open; select Cancel appointment.

This will open another window which allows you to send a message detailing why you are canceling the appointment. Include any information you want and press the **Cancel It button**.

You must press **CANCELIT** the button in order to cancel your appointment.

Are you sure you want to cancel your appointment with 3:00 pm?	on 2-29-2024
You can add a message explaining why you need to cancel:	
	KEEP IT ✓ CANCEL IT