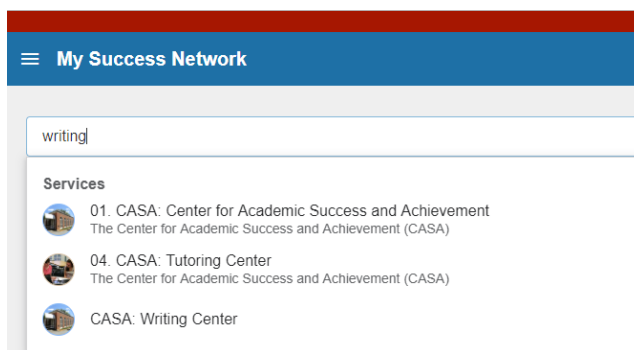




Writing Center: Make or Change an Appointment

Make an Appointment

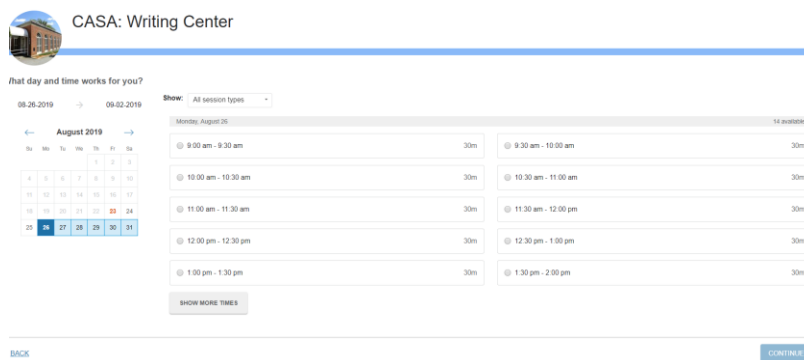
1. Type "Writing" in the search bar at the top after logging in and click on "CASA: Writing Center" and then "Schedule Appointment"



2. OR Scroll down to CASA: Writing Center and Click on the "SCHEDULE" link

SCHEDULE

Follow the prompts and then use the small calendar on the left to quickly select a range of dates you are interested in finding appointments.



3. Select a time and click "Continue".
4. Follow the prompts until you click "CONFIRM" to schedule.
5. You will receive an email with the appointment details and the appointment will be listed on your Starfish **Dashboard**.





Change or Cancel an Appointment

Click the icon to the left of “My Success Network” in the top bar to open the full menu



Choose “Upcoming” or “Dashboard” to see your appointments

Click the icon in the bottom right to access the “Cancel” option

