# How to Access Your Starfish Appointment Link

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| **Step 1**<br><br>a. **Log into MyVCCCD Portal**<br>b. **Click on Work Tab.**<br>c. **Click on Starfish Production System** | **Step 2**<br>**Click on Hamburger Menu**<br>**(3 Stacked Lines) on top left**<br> |
| **Step 3**<br>**Click on your name**<br> | **Step 4**<br>**Click on Institutional Profile**<br> |
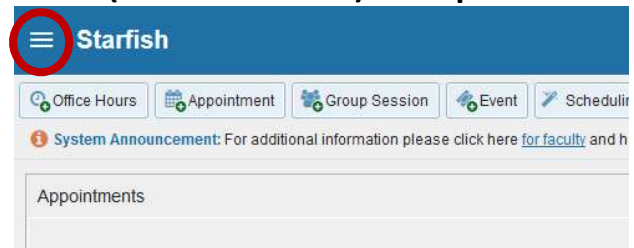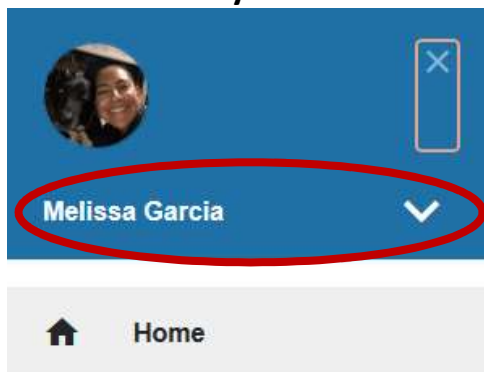
**Step 5**

### Share Links

Share your appointment and/or profile link with students by copying the link(s) to the clipboard. You can use the links in emails, email signatures, a non-Sta appropriate checkbox(es) below to display the link(s) on your Connection Profile in the Services tab. Students who receive a link to schedule an appointme Starfish with you. Note: If you are having trouble copying a link, try using another web browser.

**Link to schedule an appointment with me**
https://vcccd.starfishsolutions.com/starfish-ops/dl/instructor/serviceCatalog.html?bookmark=connection/8371/schedule   Copy link to clipboard
☐ Make link available in the Services tab on my profile for other staff to copy.

**Step 6**

Share your link with students. They will be able to view your appointment availability on Starfish and book their own appointments. Please make sure your schedule is set up on Starfish before you share this link. It's important that you block off (reserve time) any meetings and or other tasks to avoid students booking during those times.