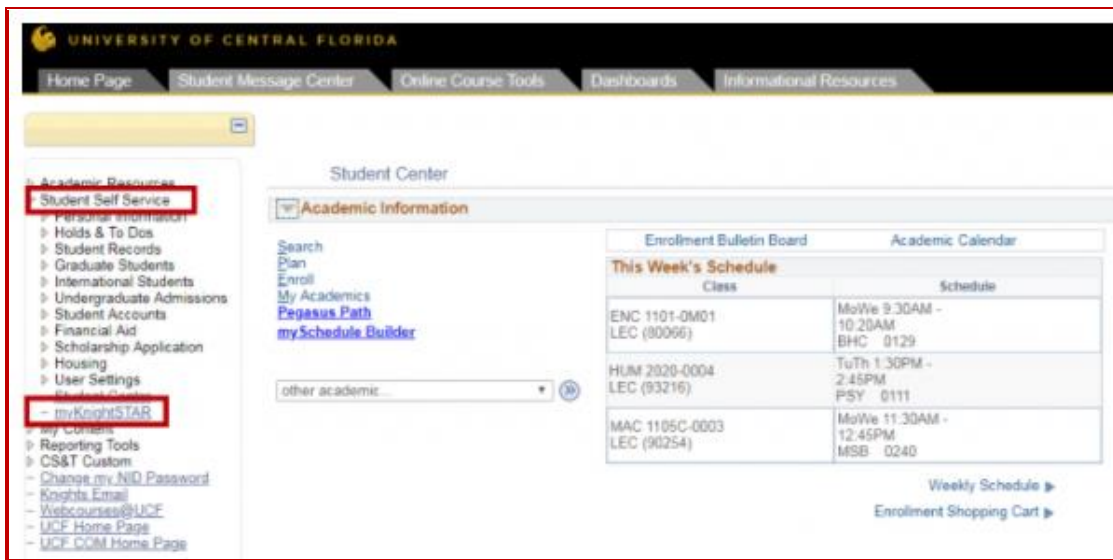


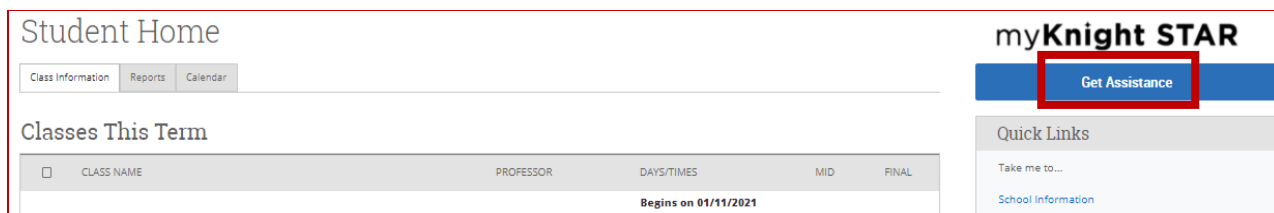
Student Initiated Online Appointment Scheduling

Students can schedule appointments in myKnight STAR (MKS) using their mobile phones, laptops, tablets and personal computers. Access the platform via this link: <https://my.ucf.edu>.

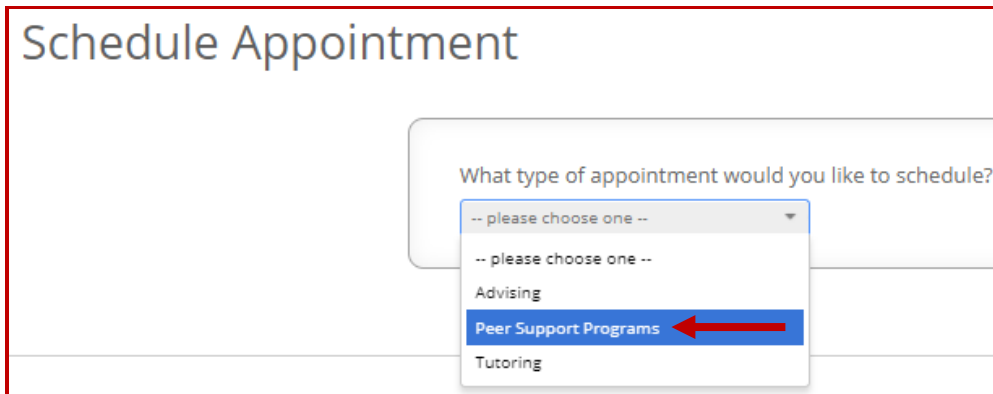
From the **“Student Self Service”** menu, select: **“myKnight STAR”**.



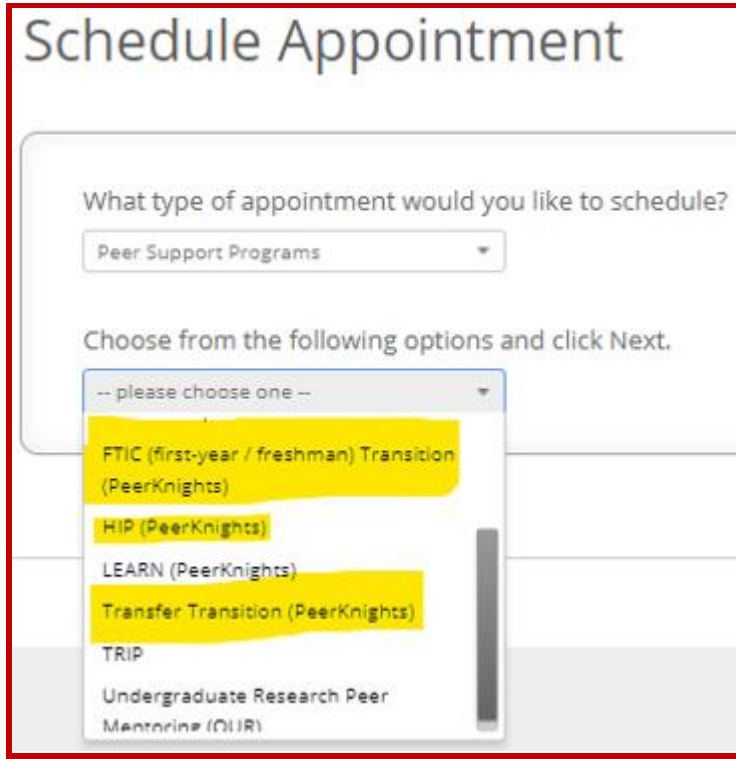
On the **MKS** student landing page, they will select the **“Get Assistance”** button to access all options available to them. (This may vary by individual.)



To schedule an appointment with *Peer Knights*, the student will select: **“Peer Support Programs”**:



The drop-down box will display services/reasons to meet with a Coach. Make your selection from the following two options: “*FTIC (first-year / freshman) Transition*” or “*Transfer Transition*”.



Schedule Appointment

What type of appointment would you like to schedule?

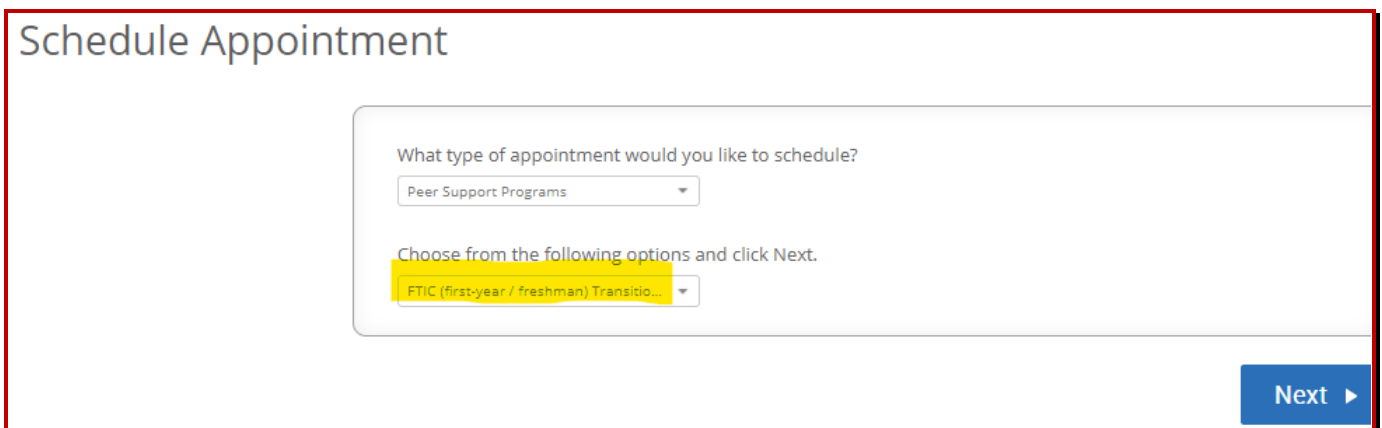
Peer Support Programs

Choose from the following options and click Next.

-- please choose one --

- FTIC (first-year / freshman) Transition (PeerKnights)
- HIP (PeerKnights)
- LEARN (PeerKnights)
- Transfer Transition (PeerKnights)
- TRIP
- Undergraduate Research Peer Mentoring (OIR)

Here is an **example** with “*FTIC (first year / freshman) Transition*” as the selection:.



Schedule Appointment

What type of appointment would you like to schedule?

Peer Support Programs

Choose from the following options and click Next.

FTIC (first-year / freshman) Transiti...

Next ▶

The next screen option will be for the Office location – **Reminder**, this appointment may be *virtual*, so pay attention to the instructions on the final confirmation page that you will see at the end of the document.

The physical office location may display, however pay attention to the instructions that may indicate that “your meeting” may be held virtually. Ensure you pay attention to the **“Additional Details” on the last confirmation screen** where you make your selection to accept the appointment.

Make your selection based on appointment options that match your schedule and then click on **“Next”**. In this example, we have selected 10:15am ET. (All appointments are scheduled at Eastern Standard Time = UCF time zone. If you are in a different time zone, take note of the **time of your appointment in your personal calendar**, so you will not miss this important meeting.)

This is your Appointment Confirmation screen:

- Pay close attention to the “**Attention Details box**”.
- Ensure that you click on the “**Confirm Appointment**” button on the lower right.
- Once you click on this button, check your Knight’s email account to corroborate that you have received your appointment confirmation.
 - **Reminder:** This appointment is scheduled as: Eastern Standard Time Zone

Schedule Appointment

Your appointment has not been scheduled yet. Please review and click Confirm Appointment to complete.

Appointment Details

Who: Student Name and Coach Name	When: Wednesday, January 13 10:30am - 11:00am ET
Why: Initial FTIC Transition (PeerKnights)	Where: Peer Knights

Additional Details

Please click on Zoom link and you will be admitted to the meeting.

Thank you.

Pay attention to all *instructions* included in this section.
These can change.

Is there anything specific you would like to discuss with Yolanda ?

Send Me an Email
 Send Me a Text

Comments for your staff...

Any comments you would like to send prior to appointment? Type here.

Please provide your mobile number

Ensure this is your correct phone number

◀ Back

Click to complete

Confirm Appointment