

my**Knight STAR**

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: <u>https://my.ucf.edu</u>.

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

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adamir Bashumas	Student Center					
ident Self Service	Academic Information					
folds & To Dos St class Records	Search		Enrolment Bulletin Board	Academic Calendar		
Graduate Students	Plan		This Week's Schedule			
International Students	My Academics		Class	Schedule		
Student Accounts Inancial Aid Scholarship Appleation	Pegasus Path mySchedule Builder other academic		ENC 1101-0M01 LEC (80066)	MoWe 9:30AM - 10:20AM BHC 0129		
Housing			HUM 2020-0004	TuTh 1 30PM -		
Jser Settings		• 🛞	LEC (93216)	2:45PM P5Y 0111		
- myKnightSTAR My Content Reporting Tools			MAC 1105C-0003 LEC (90254)	MoWe 11:30AM - 12:45PM MSB 0240		

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.)

Student Home					my Knight STAR
Class Information Reports Calendar					Get Assistance
Classes This Term					Quick Links
CLASS NAME	PROFESSOR	DAYS/TIMES	MID	FINAL	Take me to
		Begins on 01/11/2021			School Information

To schedule an appointment with Peer Knights, the student will select: "Peer Support Programs":

Schedule Appointme	ent	
	What type of appointment wo please choose one please choose one Advising Peer Support Programs Tutoring	uld you like to schedule?



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*".

hedule Appo	intment
What type of appointment v	vould you like to sched
Peer Support Programs	*
please choose one FTIC (first-year / freshman) Trans (PeerKnights)	
HIP (PeerKnights)	
LEARN (PeerKnights)	
Transfer Transition (PeerKnights)	
TRIP	
Undergraduate Research Peer	

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

Schedule Appoint	ment	
	What type of appointment would you like to schedule? Peer Support Programs	
	Choose from the following options and click Next. FTIC (first-year / freshman) Transitio 💌	
	Ne	xt ►



The next screen option will be for the Office location -

Reminder, this appointment may be virtual, so <u>pay attention to the instructions on the final confirmation page</u> that you will see at the end of the document.

	What location do you prefer?	
	please choose one 🔹	
•	Back	Next

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

Schedule Appointment	Check on <i>confirmation final screen</i> if this appointment will be held <i>virtually</i> and if additional instructions are provided.
What location of PeerKnights	lo you prefer?
Any Staff If you don't have a prefer	ence, just click Next.
 Back 	Next ►

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 <u>Eastern Standard Time</u> = 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.)

Schedule Appoin	tment				
	<	Times Fro	m January 08 To	January 12	\rightarrow
	Fri, Jan 08	Sat, Jan 09	Sun, Jan 10	Mon, Jan 11	Tue, Jan 12
	Morning	Morning	Morning	Close	Morning
	N/A	N/A	N/A	9:00am ET	3 Available
	Afternoon	Afternoon	Afternoon	10:00am ET	Afternoon
	N/A	N/A	N/A	10:15am εт	5 Available
	* All times listed are in Easte	ern Time (US & Canada).		11:00am ET	refreshed at 12:15pm ET.
	 Back 			11:15am ET	Next ►

This is your <u>Appointment Confirmation</u> 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: <u>Eastern <u>S</u>tandard <u>T</u>ime Zone</u>

Schedule Appoint	ment	
	Your appointment has not been scheduled yet. Please r	eview and click Confirm Appointment to complete.
	Appointment Details Who: Student Name and Coach Name Why: Initial FTIC Transition (PeerKnights)	When: Wednesday, January 13 10:30am - 11:00am ET Where: Peer Knights
	Additional Details Please click on Zoom link and you will be admitted to the meeting. Thank you.	Pay attention to all <u>instructions</u> included in this section. These <u>can_change</u> .
	Is there anything specific you would like to discuss with Yolanda ? Comments for your staff Any comments you would like to send prior to appointment? Type here. Back Co	Send Me an Email Send Me a Text Please provide your mobile number Sure this is your correct phone number Click to omplete Confirm Appointment