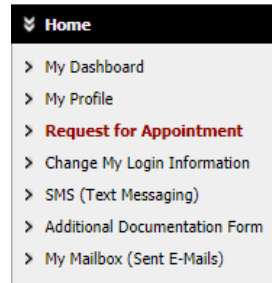


How a Student Submits a Request for Appointment

Step 1. Log into STARS and select Request for Appointment.



Step 2. Select Request for Appointment on the next screen.

REQUEST FOR APPOINTMENT

IMPORTANT NOTES

Please note, your preference of a date and time with an Office of Accessibility staff member will be considered when scheduling your appointment. An Office of Accessibility scheduler will reach out to you within one business day to confirm your scheduled appointment.

[Request For Appointment](#)

Step 3. The Appointment Request form will appear. Make sure to fill in the fields below:

- Select the campus
- Selected the type of appointment (video, phone, email, or in-person)
- Indicate why you would like to meet in the Note or Concerns box
- Select the Appointment Purpose

REQUEST FOR APPOINTMENT

IMPORTANT NOTES

Please note, your preference of a date and time with an Office of Accessibility staff member will be considered when scheduling your appointment. An Office of Accessibility scheduler will reach out to you within one business day to confirm your scheduled appointment.

Appointment Request Detail

Campus:

Type:

Note or Concerns:

APPOINTMENT PURPOSE(S)

Student Appointment

- | | | |
|--|---|--|
| <input type="checkbox"/> Alternative Media | <input type="checkbox"/> Individual Student Appointment | <input type="checkbox"/> Information Request |
| <input type="checkbox"/> Intake | <input type="checkbox"/> Temporary Medical | <input type="checkbox"/> Walk-Through |

Technology

- | | |
|--|--|
| <input type="checkbox"/> Adaptive Technology | <input type="checkbox"/> STARS Support |
|--|--|

Step 4. Select **at least 3** available time slots that work for the appointment – the more the better. After selecting the time slots, select Submit Request for Appointment. Please note, the times you select may not be available on your specialist’s schedule. Should there be any conflicts, a staff member will reach out to determine other available times.


SELECT YOUR AVAILABILITY

Important Note: Please select at least 3 available time slot(s).

TUESDAY 04/13/2021 <input type="checkbox"/> 09:00 AM - 10:30 AM <input type="checkbox"/> 10:30 AM - 12:00 PM <input type="checkbox"/> 01:00 PM - 02:30 PM <input type="checkbox"/> 02:30 PM - 04:00 PM	WEDNESDAY 04/14/2021 <input type="checkbox"/> 09:00 AM - 10:30 AM <input type="checkbox"/> 10:30 AM - 12:00 PM <input type="checkbox"/> 01:00 PM - 02:30 PM <input type="checkbox"/> 02:30 PM - 04:00 PM	THURSDAY 04/15/2021 <input type="checkbox"/> 09:00 AM - 10:30 AM <input type="checkbox"/> 10:30 AM - 12:00 PM <input type="checkbox"/> 01:00 PM - 02:30 PM <input type="checkbox"/> 02:30 PM - 04:00 PM	FRIDAY 04/16/2021 <input type="checkbox"/> 09:00 AM - 10:30 AM <input type="checkbox"/> 10:30 AM - 12:00 PM <input type="checkbox"/> 01:00 PM - 02:30 PM <input type="checkbox"/> 02:30 PM - 04:00 PM	MONDAY 04/19/2021 <input type="checkbox"/> 09:00 AM - 10:30 AM <input type="checkbox"/> 10:30 AM - 12:00 PM <input type="checkbox"/> 01:00 PM - 02:30 PM <input type="checkbox"/> 02:30 PM - 04:00 PM
TUESDAY 04/20/2021 <input type="checkbox"/> 09:00 AM - 10:30 AM <input type="checkbox"/> 10:30 AM - 12:00 PM <input type="checkbox"/> 01:00 PM - 02:30 PM <input type="checkbox"/> 02:30 PM - 04:00 PM	WEDNESDAY 04/21/2021 <input type="checkbox"/> 09:00 AM - 10:30 AM <input type="checkbox"/> 10:30 AM - 12:00 PM <input type="checkbox"/> 01:00 PM - 02:30 PM <input type="checkbox"/> 02:30 PM - 04:00 PM	THURSDAY 04/22/2021 <input type="checkbox"/> 09:00 AM - 10:30 AM <input type="checkbox"/> 10:30 AM - 12:00 PM <input type="checkbox"/> 01:00 PM - 02:30 PM <input type="checkbox"/> 02:30 PM - 04:00 PM	FRIDAY 04/23/2021 <input type="checkbox"/> 09:00 AM - 10:30 AM <input type="checkbox"/> 10:30 AM - 12:00 PM <input type="checkbox"/> 01:00 PM - 02:30 PM <input type="checkbox"/> 02:30 PM - 04:00 PM	MONDAY 04/26/2021 <input type="checkbox"/> 09:00 AM - 10:30 AM <input type="checkbox"/> 10:30 AM - 12:00 PM <input type="checkbox"/> 01:00 PM - 02:30 PM <input type="checkbox"/> 02:30 PM - 04:00 PM

Step 5. Once the appointment request has been created, you will get this message and the appointment request will show in STARS.

REQUEST FOR APPOINTMENT

 **SYSTEM UPDATE IS SUCCESSFUL**

The system has successfully processed your request.

IMPORTANT NOTES

Please note, your preference of a date and time with an Office of Accessibility staff member will be considered when scheduling your appointment. An Office of Accessibility scheduler will reach out to you within one business day to confirm your scheduled appointment.

List Requests:

- Request Submitted on 04/12/2021 at 12:10:43 PM Action: [Modify](#) [Cancel](#)

You will receive an email response from the office within one business day to confirm your scheduled appointment. Once the appointment is created, it will also show on your dashboard, in STARS.

If you have any questions, please contact the Office of Accessibility at 330-972-7928 or access@uakron.edu.