# myKnight STAR

The Rosen College Professional Internships has switched to a new appointment reservation system, **myKnight STAR**.

Ready to jump in?

# SCHEDULE APPOINTMENT ON MYUCF

## **STEP-BY-STEP TUTORIAL**

#### Access your myUCF Portal

Log in to your myUCF portal using your NID and NID password to access your Student Self Service menu.

8					
Academic Resources Student Self Service P Personan mormation P Holds & To Dos	Student Center				
	Academic Information				
	Search Plan	Enrollment Bulletin Board	Academic Calendar		
aduate Students		This Week's Schedule			
ernational Students	Enroll	Class	Schedule		
Undergraduate Admissions     Student Accounts     Financial Aid     Scholarship Application     Housing     User Settings     Student Contex     myKnightSTAR     my Content Reporting Tools     CONTEX	My Academics Pegasus Path mySchedule Builder other academic	ENC 1101-0M01 LEC (80066)	MoWe 9:30AM - 10:20AM BHC 0129		
		HUM 2020-0004 LEC (93216)	TuTh 1:30PM - 2:45PM PSY 0111		
		MAC 1105C-0003 LEC (90254)	MoWe 11:30AM - 12:45PM MSB 0240		

## myKnight STAR landing page

You will now be at the Student Homepage of myKnight STAR. Select the **Get Advising** button on the right.

Student Home					myKnight STAR
Class Information Reports Calendar					Get Advising
Classes This Term					Quick Links
CLASS NAME	PROFESSOR	DAYS/TIMES	MID FINAL	TAKE ACTION	Take me to
		Begins on 09/10/2018			School information
		M 7:30a-8:50a BA1 0107-0107			Upcoming Appointments
		M 7:30a-8:50a BA1 0107-0107			You have no upcoming appointments.
ACG-2021-0001 PRIN OF FINANCIAL ACCOUNTING	Jeffrey Renking	M 7:30a-8:50a			

#### Choose a type of appointment

Select a category to display your appointment options, including your instructor.

NAVIGATE 🦉 🗆		Fall 2020
Schedule A	Service > Lo	ication & Staff > Select Time > Confirm
	Confirm the location please choose one please choose one Rosen College Internships	Nevt
NAVIGATE 🧈 🗆		Fall 2020 💌
Schedule Ap	Service > Location & Staff	> Select Time > Confirm
	What type of appointment would you like to schedule?         Advising         To help you find a time, please tell us why you'd like to see someone.         RCPI- Rosen College Professional Int *         Choose from the following options and click Next.         ~ please choose one -         *	
	RCPI - Internship General Quest	

💼 N/	AVIGATE 🧈 🗆		Fall 2020 👻
$\sim$		Service > Location & Staff > Select Time > Con	firm
$\sim$	Schedule Appo	bintment	
誧	C		
		Confirm the location	
		Rosen College Internships 👻	
		Who would you like to meet with? You may choose more than one person.	
		Wickey, Jessica	
		Canova, Gisele	
	•	Back	

Select the appointment time that best works for you.

RCPI - Internship II - Check In RCPI - Internship III - Check In



# Verify the selected appointment.

📾 NAVIGATE 🛛 🗳 🗖			Fall 2020 🔻
Schedule Ap	pointment	Service > Location & Staff > Select Time > (	Confirm
	Success! Your Appoin	tment Has Been Created What would you like to do now? Create Another Appointment View My Calendar Go Home	