How to Sign Up for Express Appointment
Table of Contents

How to Sign Up For Express Appointment p.3

Appointment Notifications p.7
How to Sign up for Express Appointment

Click the Express Kiosk link. Although appearances will vary, this is what STAR Team’s will look like:

Click the Enter button.
Continued

**UH students** - click “Sign In” and then enter your UH username and password and “Log in”

**Non-UH Students** - Enter your email, first name, and last name, and then click “Sign In”
Fill out the Form and click the **Submit** button. Congratulations, you have successfully made an appointment!
You will receive an email confirming your appointment.

---

**Star Test (Developers)** is confirmed. The details are below:

- **Student Name:** [redacted]
- **Appointment Reason:** Add/Drop Course
- **Appointment Type:** In Person

Please arrive at in approximately 20 minutes for your appointment.

If you would like to suggest improvements to STAR-Balance, please contact the STAR-Balance Team at (808) 956-4006 or starhelp@hawaii.edu.
When You’re Next-in-Line:

You will receive an email and a text message notifying you that you are next-in-line.

---

**BALANCE Alert**

**STAR Team**

to me, starhelp →

Aloha Student Name. You are next in the line for Star Test (Developers) Virtual Appointment. Please prepare your information, and make your way to the meeting room KRAUSS 116. We will call you shortly.

---

**Text Message**

**STAR Team**

to me, starhelp →

Aloha Student Name. You are next in the line for Star Test (Developers) Virtual Appointment. A meeting link will be sent when it is time to connect.
When It’s Your Turn:

You will receive an email and a text message with the Zoom link, or any other pertinent information depending on which appointment type you chose. If it is a **Zoom** appointment, click the link and wait for your advisor to join you. If it is a **phone** appointment, your advisor will call you shortly. If it is an **in-person** appointment, please make your way to the agreed location.
Contact Us

starhelp@hawaii.edu

PH: (808) 956-4036