Getting Started Guide
Students

Welcome to BlueStar
BlueStar provides you with one central location to find the people on campus who can help you succeed.

BlueStar gives you an easy way to connect with your advisors, instructors and other resources at DePaul.

You might also see notices about your academic performance and possible next steps displayed on your BlueStar homepage or sent to you by email.

Access BlueStar through Campus Connect
After you log into Campus Connect, go to Main Menu > Self Service > BlueStar

Here are four ways to get started:

1. **Review your profile.**
   Make it easier for your instructors and advisors to get to know you and stay in contact.

2. **Make an Appointment with an Advisor and Others in “My Success Network.”**
   Use your personalized My Success Network and Courses I’m Taking channels for quick access to contact information, appointment scheduling, and course help.

3. **Stay on track.**
   Stay on top of recommendations from your instructors and manage personalized plans with the My Success Path. Review emails sent to you from Starfish in the My Messages channel.

4. **Access Student Support Services.**
   Browse the Services Catalog if you can’t find what you’re looking for through your personalized channels.

*That’s it. Simple for you. Powerful for your future.*
Review your Profile
Your profile lets advisors and instructors know who you are and how to contact you. It also includes the email address where you want to receive updates and reminders.

1. Click the My Profile link in the top navigation bar.

2. Confirm your contact information. If the information is not correct, update it through Campus Connect—the official source of your contact information for DePaul. (Note: If you change any contact information within BlueStar, it will just change back the next day.)

To change your contact information in Campus Connect go to Main Menu > Self Service > Personal Information

Make an Appointment Online
Some advisors, instructors and student support services may schedule appointments through BlueStar.

If online appointment scheduling is available, you will see a link to “Schedule Appointment” below their contact information. If the person is not scheduling appointments online, send an email or call them directly.

To make an appointment with an advisor or a student support service, go to the My Success Network channel on your BlueStar homepage.

To make an appointment with an instructor, go to the Courses I’m Taking channel on your BlueStar homepage.
1. Click “Schedule Appointment” below the contact information.

2. Move through the calendar using the mini calendar tool located in the left column. All dates with available office hours will be bold.
   - Click the Sign up link associated with an available meeting time.

3. Complete the form by selecting a reason for the meeting and including a detailed description to help your advisor or other resource prepare for your meeting.
   - Click the Submit button. You’ll get an email confirmation of the appointment.

Your existing appointments will be listed in your Appointments channel. Click the calendar icon for additional information.
Stay on Track
View recommendations for improvement in My Success Path.

The **My Success Path** channel on your BlueStar homepage may include alerts related to your class work as well as recommended referrals to student support services to help you succeed. You might receive email notifications for the items listed here as well. **Click the “View Details” link** associated with an item listed in My Success Path to get more information about the item.

My Messages
Email notifications that have been sent to you from BlueStar will also be listed in your **My Messages** channel. Use the drop down filter to limit the view to a selected time period.
Access Student Support Services
Certain counselors and advisors may be listed in your personal My Success Network channel, but other individuals and services can be found in the Services Catalog.

1. Click the Services link in the top navigation bar.

2. Search for a service center or scroll through the list of services.

3. Click on a service title to see the staff members who work there and their appointment availability.

4. Click Schedule Online to make an appointment with a service provider. Follow the steps listed above within “Make an Appointment Online” to complete appointment signup. (If the service office is not scheduling appointments online, send an email or call them directly.)

Frequently Asked Questions

What if my instructor doesn’t use BlueStar to schedule appointments?
Contact your instructor directly by email or phone.

What if I want emails going to somewhere other than my school email address?
To change your contact information, you need to go to Campus Connection > Main Menu > Self Service > Personal Information. (If you change any contact information within BlueStar, it will just change back the next day.)

What if I click the BlueStar link and get a “You do not have access” message?
Students who have graduated, or have not enrolled for three consecutive quarters, do not have access to BlueStar. If this does not apply to you, contact BlueStar@depaul.edu for assistance with accessing the BlueStar system.

What if I need more help?
For technical issues, contact BlueStar@depaul.edu. For questions regarding a flag, please contact your instructor or advisor.