


ACHIEVE with Direct Links!

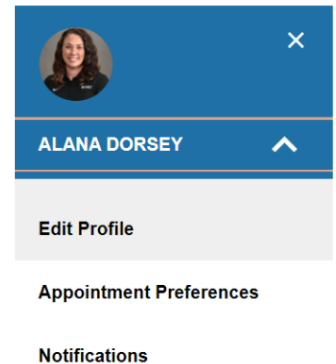
EASIER THAN EVER TO CONNECT WITH YOUR STUDENTS.

ACHIEVE gives you a convenient way to share your personal Direct Link with students. Direct Links help with the scheduling process for students, faculty, and staff. Direct Links allow students to click on a link provided by a faculty or staff member and then automatically redirected to the user's profile or appointment scheduling page. Direct Links can also take students directly to a service page instead of having to search in their "My Success Network". Staff and faculty are also able to share the links of other faculty and staff across campus if a student is being referred to them. Direct Links can be placed into email signatures, communications, web pages, and any platform where students can interact with the link.

After updating your Office/Advising Hours in ACHIEVE, this guide highlights the steps to support Direct Links within ACHIEVE.

Enabling Direct Links for Student Appointment Scheduling:

1. Go to [ACHIEVE](#) and login.
2. Click the **hamburger button** in the upper left-hand corner. 
3. Click your name.
4. Click **Edit Profile**.
5. Scroll down. Under the "Share Links" section, there are two options that can be selected.



This link will take students directly to your appointment scheduling page within ACHIEVE.



Profile Settings

Control your login page and shared links.

Preferred Login Page

Default Login Page

Share Links

Share your appointment and/or profile link with students and other staff members.

[Show Me How](#)

Link to schedule an appointment with me

<https://wvstateu.starfishsolutions.com/starfish-ops/dl/instructor/serviceCatalog.html?bookmark=connection/6141/schedule>

[Copy URL to clipboard](#)

Make URL available on my profile in the Service Catalog for other staff.

Link to view my profile

<https://wvstateu.starfishsolutions.com/starfish-ops/dl/instructor/serviceCatalog.html?bookmark=connection/6141>

[Copy URL to clipboard](#)

Make URL available on my profile in the Service Catalog for other staff.

This link will take students directly to your profile page, which will include your General Overview and My Biography information within ACHIEVE.

6. Once these have been selected, you and other staff members can begin using this link. The Direct Link(s) can be placed into email signatures, communications, web pages, and any platform where students can interact with the link.

7. Click COPY URL TO CLIPBOARD. Now you are ready to share this link.

***NOTE: The Direct Link provided is a lengthy link. We HIGHLY recommend going to [tinyURL.com](https://tinyurl.com) to create a shorter version of your Direct Link.

8. At the bottom of the screen, click SAVE CHANGES! You must complete this step for your Direct Link to enable.

For additional questions...

You can reach us at achieve@wvstateu.edu.

You can find detailed resources at
<https://wvstateu.edu/current-students/office-of-retention-and-student-success/achieve-at-state/resources-for-faculty-staff.aspx>



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