Student Guide

Welcome to VandalStar

VandalStar provides you with a central location to connect to the people and services that can help you finish what you start – all accessible right from your VandalStar account.

Your VandalStar access includes access to a customizable profile and personalized icons that make it easy to schedule the dedicated time you need with your instructors, advisors or counselors. VandalStar can also help you manage the steps you need to take to stay on track and meet your goals.

Here are three great ways to get started:

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

2. **Connect to people and services that can help you**
   Use your personalized Dashboard to stay on top of upcoming appointments, assignments, plans, and recommendations from your instructors.

3. **Stay on track**
   Use your personalized My Success Network and Courses icons for quick access to contact information, appointment scheduling, and course help.

www.vandalstar.uidaho.edu
Set up your Profile

Begin by setting up your student profile. Your profile lets instructors and advisors know who you are and how to contact you. It also gives you control over how you wish to receive emails.

1. Click on the drop-down menu on the left side of the screen and select “Profile.”

From here, you can customize your profile by setting appointment reminders and adding email preferences.
2. Once you have made your desired changes to your profile, click the **Submit** button to save your updates.
Connect to people and services that can help you

The My Success Network and Courses icons display the people and services that are available to help you succeed. Here you can find key contact information as well as links to student service web sites and online appointment scheduling.

- My Success Network

Click My Success Network from the main drop down menu to display your personalized network. This icon lists the people and resources that are available to assist you. (You can browse a broader list of available services in the Services tab.) For each person or service listed you will find contact information, supporting websites, and, if online scheduling is enabled, a link to make an appointment.

- Courses

Click Courses from the main drop-down menu to display information about courses you are enrolled in as well as contacts and available support related to each. Like the My Success Network, it is personalized to show the people and services specific to the courses you are taking, and gives you the ability to make an appointment or request help related to a course.
• Make an Appointment

1. Click the Schedule Appointment link in the drop-down menu for the desired person or service in the My Success Network or Courses icons.

2. Select what type of appointment you need with this person or service.
3. Select an appointment reason.

![Schedule Appointment]

4. Select an available day and time for your appointment.

![Schedule Appointment Calendar]
5. Confirm the appointment details.
• Change an Appointment

Upcoming appointments will be listed on your **Dashboard** (located in the main drop-down menu.) Click the edit icon (📝) to modify the appointment or the cancel icon (❌) to cancel it.

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**Stay on track**

• Dashboard

Your **Dashboard** displays upcoming appointments and date-based tasks on the left to help you plan your week. The right hand column of your Dashboard highlights items that require your attention and may include alerts related to your class work, recommended referrals to campus support offices to help you succeed, and Kudos from your instructors.

• Messages

The messages will display the content of email messages sent to you through VandalStar.

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![Messages](image)

**Not sure what you need?**

• Request Help

Click on **Request Help** from the main drop down menu. Additional information about where to go for help will be displayed on the page.
You will be asked to provide additional information such as the type of help you are requesting, the related course (if applicable), and a description.

We encourage you to make your description as detailed as possible to insure you get the appropriate help needed. Click **Submit** to submit your request when done.

- **Services Catalog**

Certain counselors and advisors may be listed in your personal **My Success Network**, but other individuals and services can be found by clicking “Show Other Services” at the bottom of the page. From here, you can search for a service or scroll through the list of available services. For each service you can, view contact information, visit service websites, and schedule online appointments (if available).
Frequently Asked Questions

1. What if I don’t see anyone listed in My Success Network?
Your specific advisors or counselors might not be assigned yet. Check back later or contact VandalStar@uidaho.edu for additional assistance.

2. What if I click the VandalStar link and get a “You do not have access” message?
Contact VandalStar@uidaho.edu for assistance with accessing the VandalStar system.

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