Advisor Balance Guide

Video Conference (Zoom) Integration

https://www.star.hawaii.edu/appointment-advisor/login.jsp
PART 1

Video Conference (Zoom) Integration

STEP 1

Login to STAR Balance Advisor with your UH Username and Password (via CAS).
STEP 2

Open the menu by clicking on the Cog Wheel in the top right, and select “Video Conference”
STEP 3

In the Video Conference popup window, click “Proceed to Link Accounts” and follow any instructions.
Your account will be linked to your Zoom account.

If you would like STAR Balance to make Zoom appointments for you, please click the button below to link your Zoom account with Balance.

By doing so, you will be giving STAR Balance the authority to create appointments on your behalf. At any time you can also return and “unlink” STAR balance from your zoom account if you no longer wish STAR Balance to make appointments on your behalf.
Unlinking Account

To unlink your account, open the Video Conference popup again and click the “Proceed to UN-LINK Accounts”.

Video Conference (Zoom) Connect/Disconnect

If you would like “unlink” STAR Balance from your Zoom account “grodwell@hawaii.edu”, please click the button below to “unlink” your Zoom account with Balance.

By doing so, you will be removing the authority for STAR Balance to create appointments on your behalf. At any time you can also return and “relink” STAR balance from your zoom account.
PART 2

STAR Balance usage

STEP 1

Open Balance. In the calendar, click on a blue space to make an appointment in existing availability.

Availabilities marked with its timeslot.
Continued

STEP 2 (1/3)

An appointment form will open where you will choose the criteria for the appointment.

Insert a student.

Select an appointment duration.
An appointment form will open where you will choose the criteria for the appointment.

Select a Reason for the appointment

Select an Appointment Type

Please note: If “Video Conference (Zoom)” is chosen it will automatically create a zoom appointment for you in your calendar and send the participant link to the student.
STEP 2 (3/3)

An appointment form will open where you will choose the criteria for the appointment.

Fill out any additional comments.

Click Submit to create the appointment.
PART 2 - STAR Balance usage

**STEP 3**

The appointment will be created and will be shown on your calendar. Click on it to view the Appointment Details.

You can find the Zoom link to the appointment here in the details.

Please note:
Once you have created this appointment, all details of the appointment will be sent to the student so that they have full details to participate in the event. Should the student wish to, they can cancel the appointment. If it is canceled it will be automatically removed from Zoom as well as google if you are synced with Google and Zoom.
Contact Us

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