Profile Set-up

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Welcome to Starfish ® at SUNY New Paltz!

Starfish is an easy-to-use platform that gives you the opportunity to connect on another level to help improve student success and persistence.

Everyone has a role in student success at SUNY New Paltz!

Helping our students be successful is a team effort. Depending on your role within the institution, however, you will likely have very specific priorities and goals in mind when you think about how best to support your students. Starfish works best when all members of our institution work together to address students' specific needs.

Getting started is easy!

Login Directions:

1. Sign in to my.newpaltz.edu
2. Click the "Starfish" link under "Resources" (left-hand column)

Starfish will automatically display all your assigned advisees and students enrolled in your courses. You can raise alerts (flags, kudos, & referrals) about students, review alerts that have been raised about your students, and provide additional information.

Profile Set-up

1. From the **menu** ☰, click on the drop-down arrow ⌄ next to your name.
2. Click **Edit Profile**
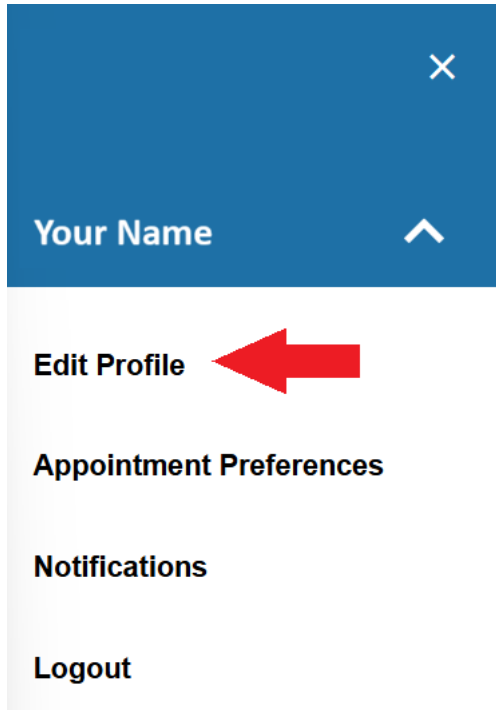
   a. Upload a photo using the **Upload Photo** button. Your Username and Institution Email are already set up.
   b. Under **Profile Settings**, toggle on ⬤ the "Make URL available on my profile in the Service Catalog for other staff" if you would like students who are not connected with you to be able to schedule an appointment with you. If not, leave this toggle off ⬤
   c. Update your **Contact Information** as appropriate. NOTE: We recommend checking the box under Institution Email "Send notifications to my institution email address" so you can be appropriately notified when one of your students receives or raises a Tracking Item.
   d. Update your **About** section as appropriate. NOTE: We recommend updating your **Title**, as this will be reflected on the students' side, so they know your role at New Paltz. If no title is input, the system will default to the Role(s) you are assigned in Starfish.
   e. When you have finished updating the Edit Profile tab, click **Save Changes**
3. Next, click on **Appointment Preferences** tab

   a. Update your **Office Hour Defaults** to your preference
   b. Update your **Calendar Sync** as appropriate. NOTE: We recommend checking the box under "Email me calendar attachments for every" – "Appointment change" and "Change to my Office Hours and Group Sessions". However, if you do not want your Office Hour block to

appear on your Outlook calendar, uncheck "Change to my Office Hours and Group Sessions". Follow the steps included in Starfish under **Outlook Calendar Sync** to share your Outlook calendar with Starfish. You will need to ensure the check next to "Allow Starfish to read busy times from my Outlook Calendar" is checked off to ensure you are not getting double booked.

c. Update your **My Locations** with all locations and/or modalities you wish to offer your appointments.
d. Update your **Calendar Management** if you have an individual in your office that will be scheduling your appointments for you.
e. When you have finished updating the Appointment Preferences tab, click **Save Changes**

4. Next, click on **Notifications** tab

a. Update your **Summary Emails** to your preference
b. Update your **Planning Reminders** to your preference
c. Update your **Tracking Items** to your preference. NOTE: We recommend checking the box under "Send me an immediate notification for every" – "New item raised" and "Item assigned to me". This is useful for workflow purposes, so you don't miss a tracking item when it comes in.
d. When you have finished updating the Notifications tab, click **Save Changes**

5. Your **Starfish Profile** is now set-up! You can update these preferences at any time from the **menu**

Your Name ⌃

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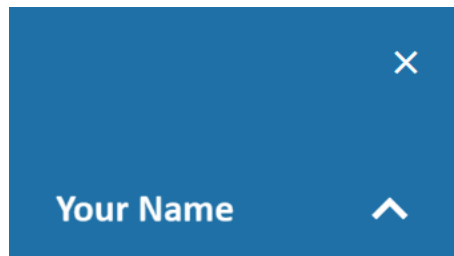
Edit Profile

Appointment Preferences

Notifications

Logout