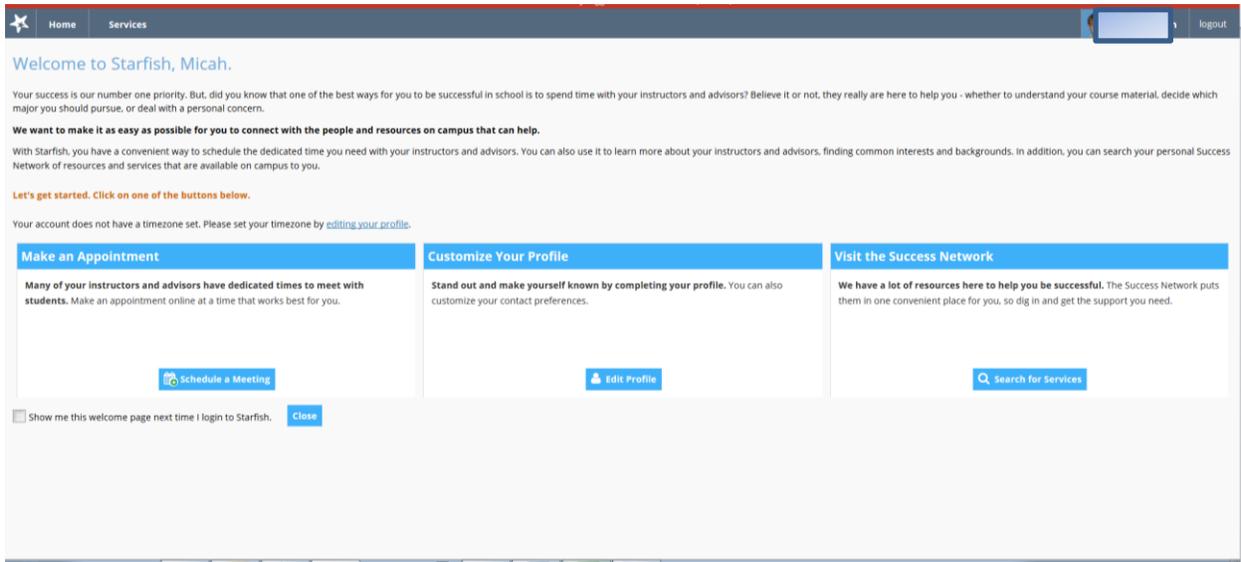
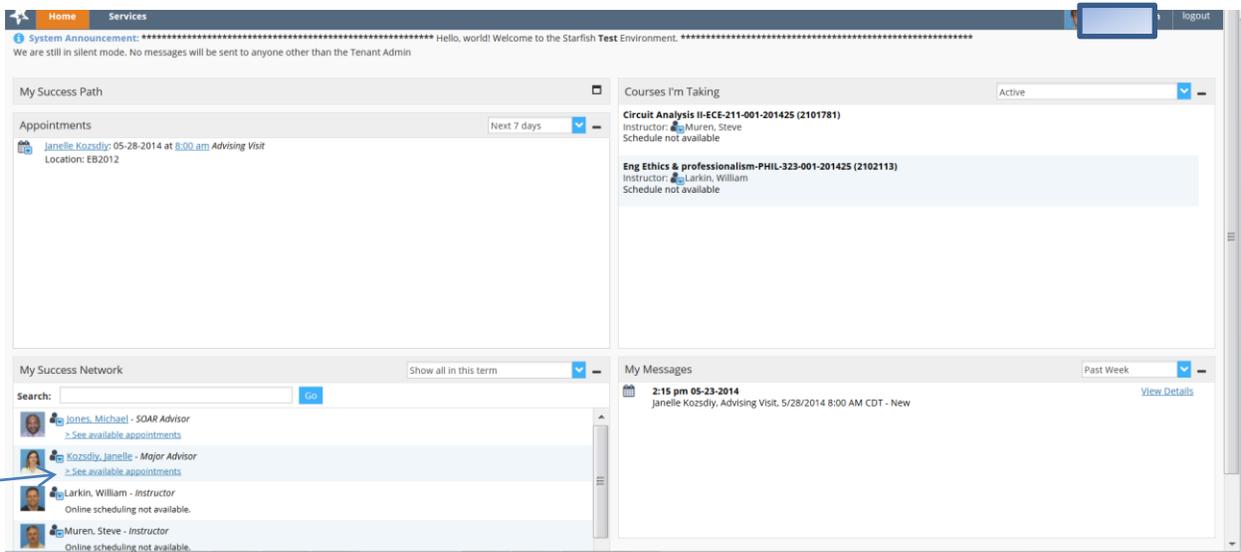


Student Cheat Sheet for Starfish

When a student logs into Starfish for the first time, they will receive a screen encouraging them to set up their profile. The student will be encouraged to make an appointment, customize his/her profile or visit their success network.



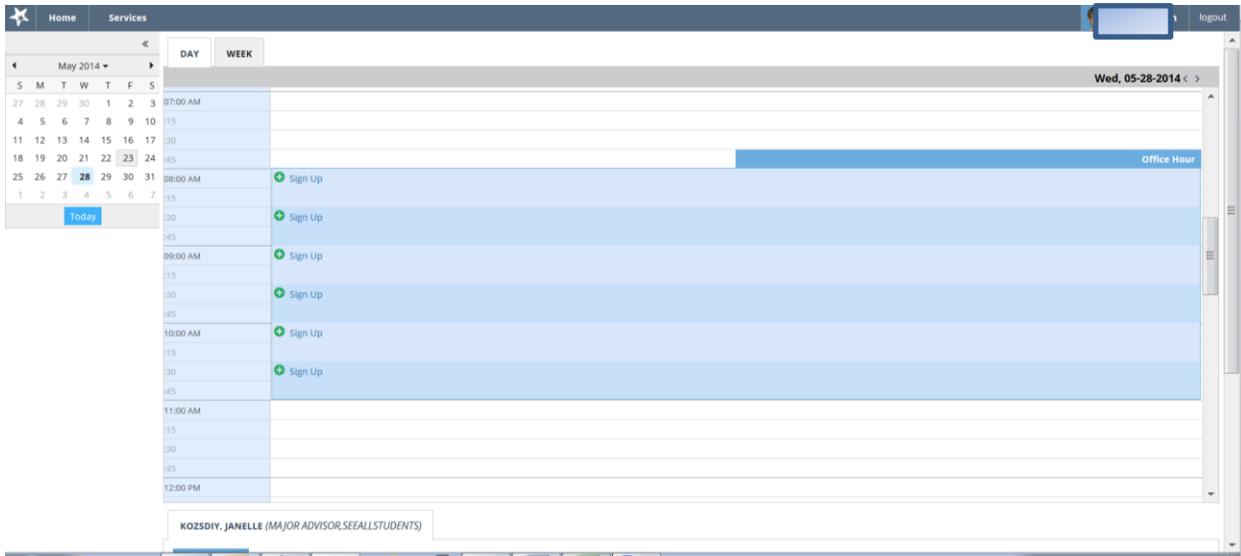
When the student is on their home screen, they will see several different tabs that they can select and move around at will. They can see their success network, any appointments, courses and any messages from Starfish.



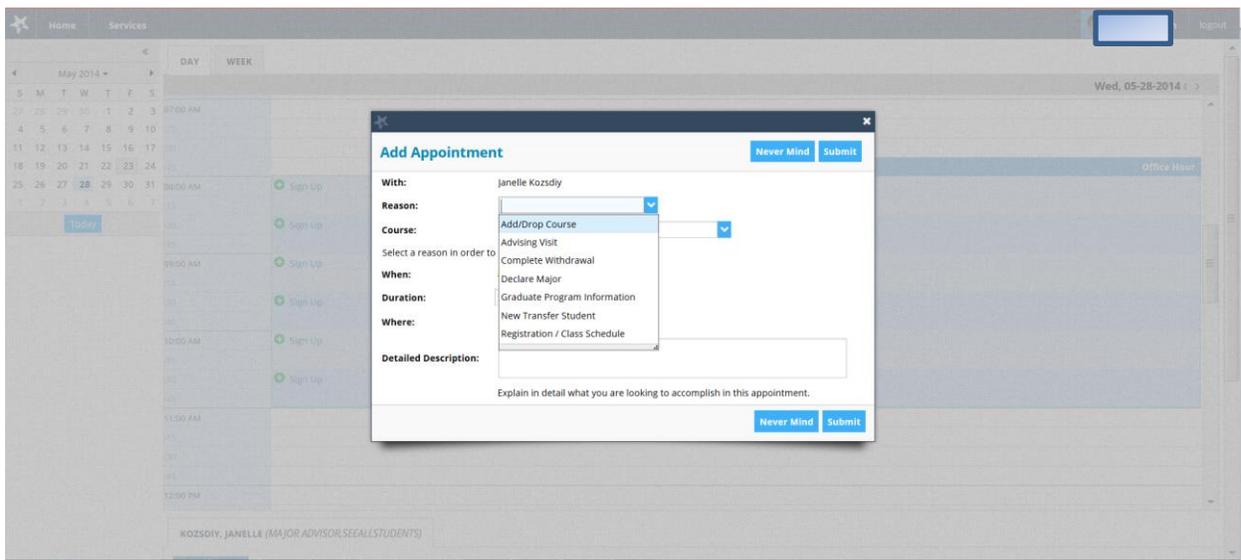
Making an Appointment

To make an appointment with his/her advisor, the student would find their advisor in his/her success network and click [> See available appointments](#) (see screen shot above in My Success Network).

When the calendar of availabilities for the student's advisor is displayed, any dates in the mini-calendar that have availabilities are shown in bold (see May 28 below). The student can then select any of the appointments that have **+Sign Up** in them.



When the student initiates the appointment creation, they are asked to select from a list of reasons as to why they are wanting to visit their advisor. In addition, they can also enter free-form text into the detailed description box. All the other fields should be left alone. When ready to save the appointment, the student should hit the submit button.



Now, when the student looks at his/her home screen he or she will see the appointment in the appointments block (see below).

The screenshot shows a user interface with a top navigation bar containing 'Home' and 'Services'. Below this is a system announcement: 'System Announcement: Hello, world! Welcome. We are still in silent mode. No messages will be sent to anyone other than the Tenant Admin'. The main content area is divided into sections: 'My Success Path', 'My Success Network' (with a search bar and 'Go' button), and 'Appointments'. The 'My Success Network' section lists several advisors: Michael Jones (SOAR Advisor), Janelle Kozsdy (Major Advisor), William Larkin (Instructor), Steve Muren (Instructor), and Shalecia Oliver (Tutor). Each advisor entry includes a profile picture, name, role, and a link to 'See available appointments'. The 'Appointments' section at the bottom shows a single appointment for Janelle Kozsdy on 05-28-2014 at 8:00 am, with the location EB2012. A blue arrow points to this appointment entry.

Home Services

System Announcement: Hello, world! Welcome. We are still in silent mode. No messages will be sent to anyone other than the Tenant Admin

My Success Path

My Success Network Show all in this term

Search: Go

Jones, Michael - SOAR Advisor
[See available appointments](#)

Kozsdy, Janelle - Major Advisor
[See available appointments](#)

Larkin, William - Instructor
Online scheduling not available.

Muren, Steve - Instructor
Online scheduling not available.

Oliver, Shalecia - Tutor
[See available appointments](#)

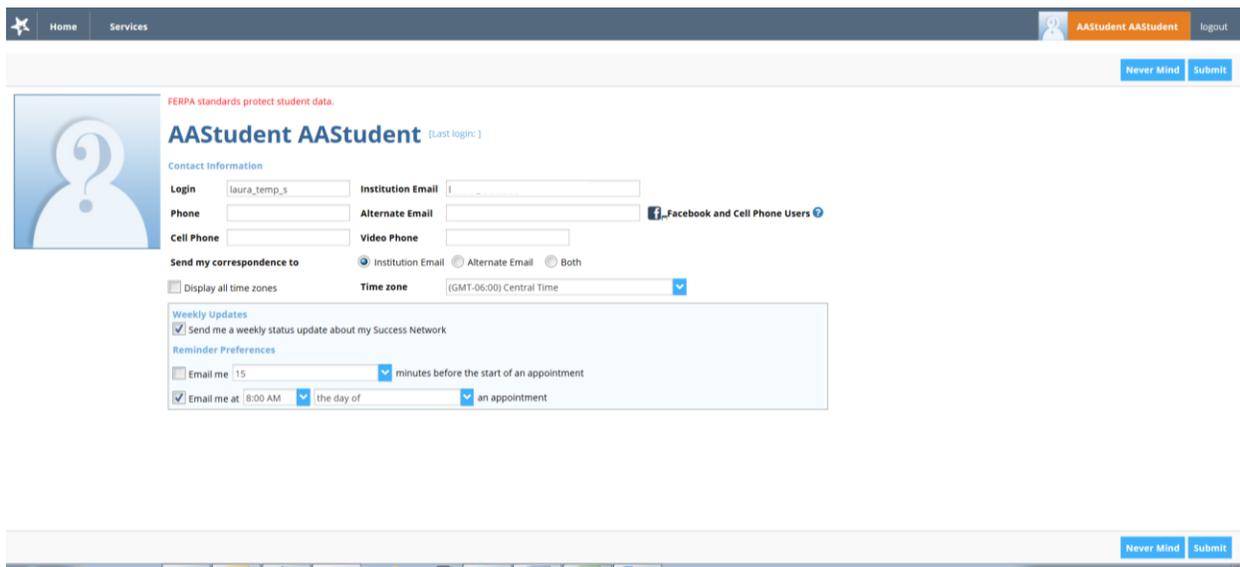
Appointments Next

Janelle Kozsdy: 05-28-2014 at 8:00 am Advising Visit
Location: EB2012

Changing the Student Profile

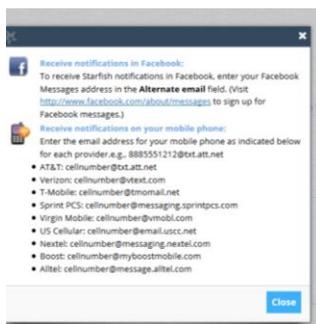
In order for a student to change his or her profile, he or she should click on their picture in the upper right hand corner of the screen next to logout.

The login, institution email (redacted for privacy for documentation materials) and campus phone currently come from the banner system. If a student would like to receive a text regarding their upcoming appointments, they may add their cell phone number in the alternate email page. See instruction below. Students may also select if or when to receive emails regarding their success network or appointments.



The screenshot shows the AASuccess Network student profile page. At the top, there is a navigation bar with 'Home' and 'Services' links, and a user profile section for 'AASuccess AASuccess' with a 'logout' link. Below this, there are 'Never Mind' and 'Submit' buttons. The main content area features a profile picture placeholder and the text 'PERPA standards protect student data.' followed by 'AASuccess AASuccess [Last login:]'. Under 'Contact Information', there are input fields for 'Login' (containing 'laura_temp_s'), 'Institution Email', 'Phone', 'Alternate Email', 'Cell Phone', and 'Video Phone'. There is a 'Facebook and Cell Phone Users' link. Below this, there are radio buttons for 'Send my correspondence to' with options 'Institution Email' (selected), 'Alternate Email', and 'Both'. There is also a 'Time zone' dropdown menu set to '(GMT-06:00) Central Time'. A 'Weekly Updates' section has a checked checkbox for 'Send me a weekly status update about my Success Network'. A 'Reminder Preferences' section has a checked checkbox for 'Email me at 8:00 AM the day of an appointment' and a dropdown for 'minutes before the start of an appointment' set to '15'. At the bottom right, there are 'Never Mind' and 'Submit' buttons.

Instructions to receive messages as texts to your cell phones or messages to your Facebook account:



So, an AT&T subscriber would put 6185551212@txt.att.net into the Alternate Email box on their student profile page.

As always, if you have questions regarding Starfish, please consult your advisor or the ITS help desk at (618)650-5500.