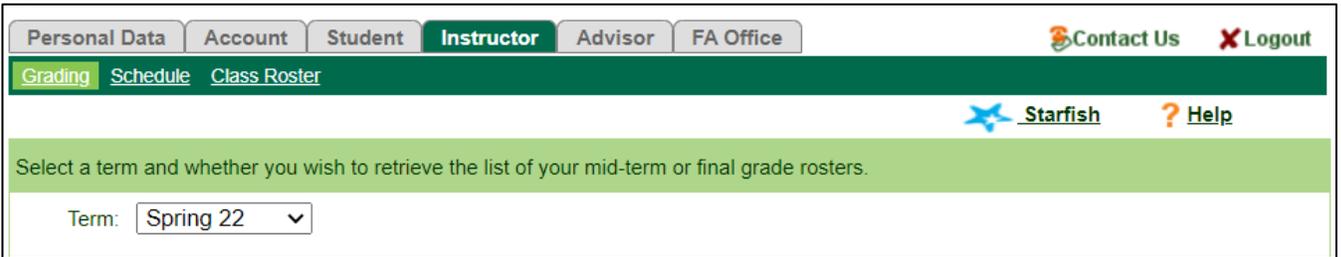


# Step 1: Set Up Your Starfish Profile

1. Log into Starfish using the “Starfish” link in your Instructor tab in CampusNet.



2. Click on the menu options button  in the top-left corner of the screen, then select the drop-down arrow next to your name. You will need to go through all tabs; (1) Edit Profile, (2) Appointment Preferences, (3) Notifications.

*NOTE: You can change these settings any time after initial set-up!*



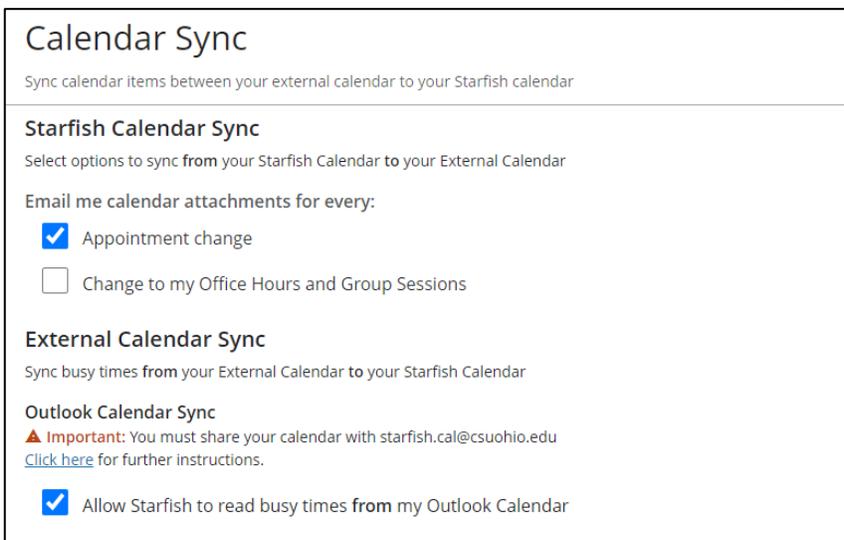
## Edit Profile

3. Upload a profile picture, *if you want*.
4. Adjust your “Preferred Login Page” to display a different dashboard when logging in, *if you want*.
5. Edit your “Alternate Email” and a “Phone Number”, *if you want*.
6. Customize your Biography and General Overview, *if you want*.
7. Then, click “Save Changes” in the bottom-right corner.

## Appointment Preferences

8. Select the deadline for students to schedule appointments with you prior to the start of your office hours. For example, you may want to restrict access of scheduling the same day as the requested appointment.
9. Select if you want to be emailed calendar attachments for your appointments. Then, follow the instructions to sync your Starfish and Outlook calendar, *if you want*.

*NOTE: For more assistance on this, reference the Calendar Syncing Instruction Guide.*



**10. REQUIRED STEP FOR SET-UP: ADD YOUR OFFICE LOCATIONS!**

- **Click “+ Add Location” or the 3 stacked dots to edit an already set location.**
- **Add Location Instructions (place for Zoom link).**

### My Locations

Customize your appointment locations.

Add Location

Name	Type	
Berkman Hall 110 I	Office	⋮
Zoom	Online	⋮

Instructions  
Zoom Link: <https://csuohio.zoom.us/j/3998222421>

11. Then, click “Save Changes” in the bottom-right corner.

**Notifications**

12. Select at least one email address you want to receive notifications from.

### Email Notifications

Select **at least** one email address you want to receive notifications.

You will receive emails about Starfish activity, such as appointment reminders and tracking item updates, depending on your institution’s settings and your preferences.

Send to my Institution Email:

[g.m.cascone@csuohio.edu](mailto:g.m.cascone@csuohio.edu)

Send to my Alternate Email:

[g.m.cascone@csuohio.edu](mailto:g.m.cascone@csuohio.edu)

13. Select if you want to receive summary emails with all of your Appointment and Tracking Item history. If you do want to receive these emails, select the frequency and time.

### Summary Emails

Set preferences for receiving summary emails.

Send me a digest of all my Appointment and Tracking Item activity:

Don't send me summary emails

Daily at

Weekly at

on

14. Select if you want to receive appointment reminders and alerts.

15. Select if you want to receive tracking item updates.

16. Then, click “Save Changes” in the bottom-right corner.

## Tracking Items

Customize tracking item notification preferences.

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### Tracking Item Updates

These may be emails and/or texts based on your institution's settings and permissions to the items displayed below.

Send me an immediate notification for every:

- New item raised
- Item cleared
- Item assigned to me

[Show list of Tracking Items I may receive](#)

## Appointments

Customize appointment notification preferences.

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### Planning Reminders

Choose how you want to receive reminders about your appointments.

- Don't send me planning reminders
- Send me a notification individually for each appointment
- Send me a digest of all appointments

### Alert Reminders

Specify whether you want an alert just before the appointment starts.

Notify me **before the start:**

15 minutes 