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## Welcome to Starfish

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Starfish provides you with a central location to connect to the people and services that can help you finish what you start – all accessible from the side navigation menu of your Starfish **Home** page.

<https://wvm.starfishsolutions.com/starfish-ops/instructor/index.html?tenantId=9451>

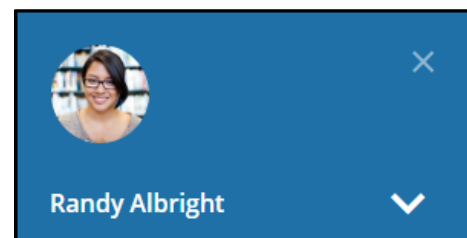
The navigation menu  includes access to a customizable profile and personalized channels that make it easy to schedule the dedicated time you need with your instructors, advisors, or counselors. Starfish can also help you manage the steps you need to take to stay on track and meet your goals.

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## Setup Your Profile

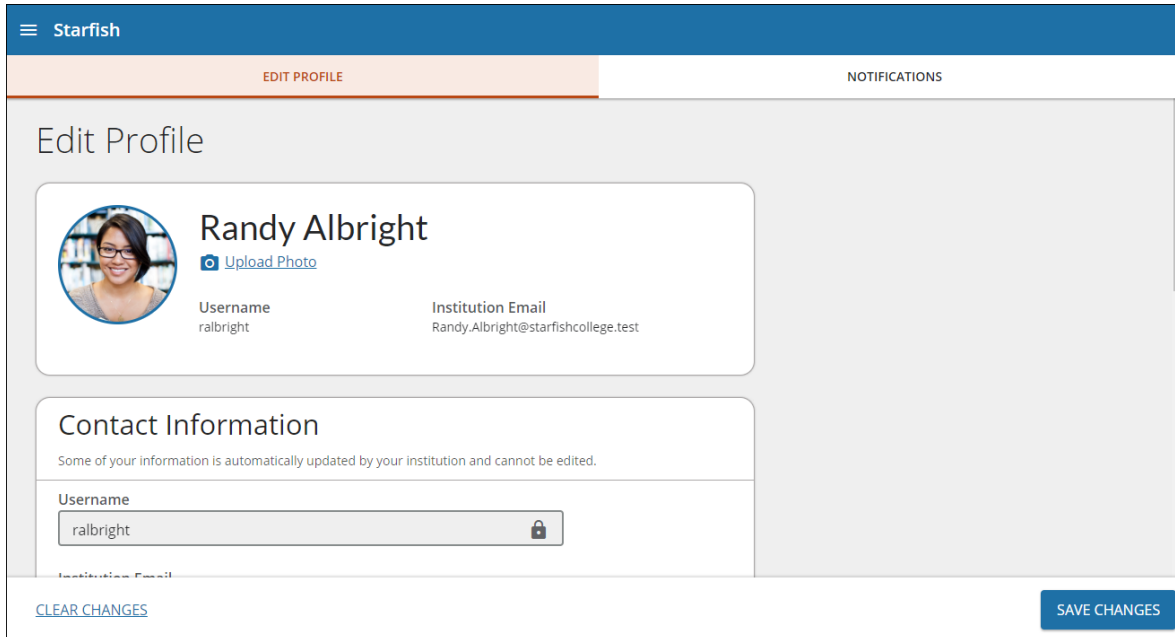
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Begin by setting up your student profile. Your profile lets instructors and advisors know who you are and how to contact you. It also gives you control over how you wish to receive emails.



1. Open the navigation menu and click your name, and then **Edit Profile** to open your profile.


From here, you can customize your profile by uploading a photo, and adding a secondary email address for receiving Starfish emails.



Starfish

EDIT PROFILE NOTIFICATIONS


### Edit Profile

 **Randy Albright**  
[Upload Photo](#)

Username: ralbright      Institution Email: Randy.Albright@starfishcollege.test

### Contact Information

Some of your information is automatically updated by your institution and cannot be edited.

Username: ralbright 

Institution Email:

[CLEAR CHANGES](#) [SAVE CHANGES](#)

2. Select the **Notifications** tab to update your notification preferences.
3. Once you have made your desired changes to your profile, click **Save Changes**.

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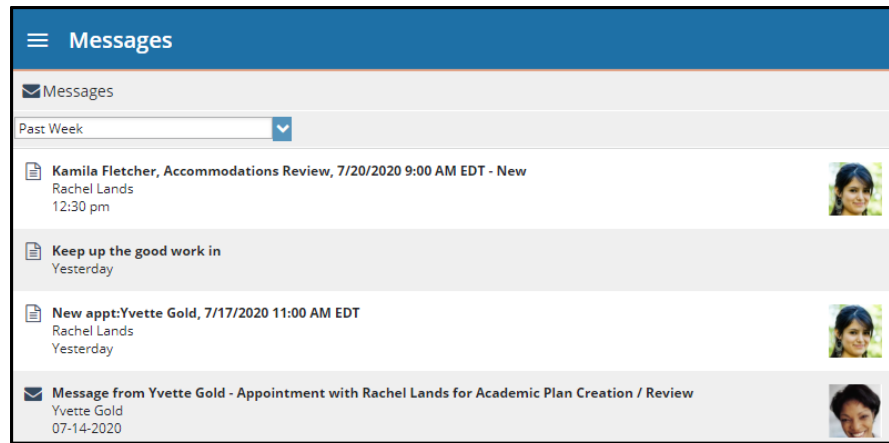
## Connect to People and Services that Can Help You

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The **Messages** channel allows you to see any message that was sent to you in Starfish. The **My Success Network** and **Courses** channels 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.

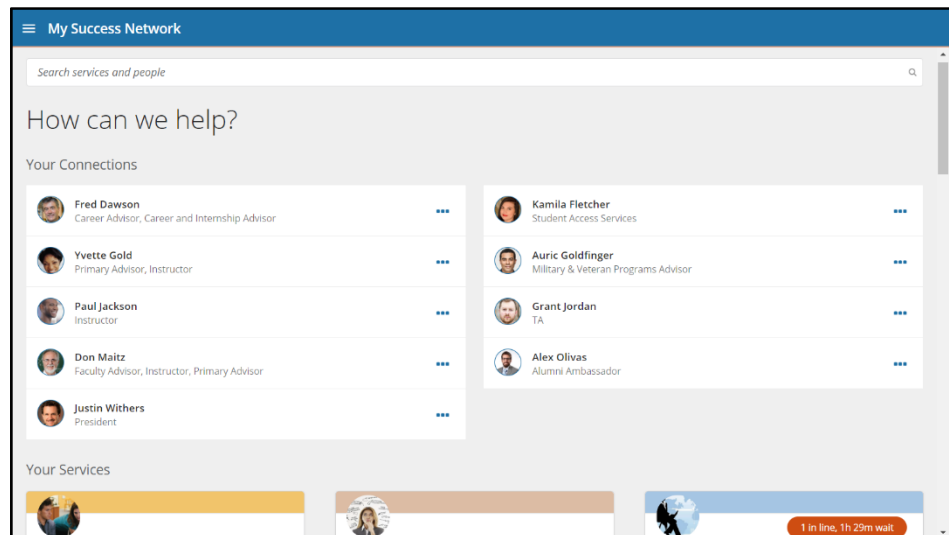
### Messages

Select **Messages** to display messages sent to you in Starfish. Click on any message in the list to display the full contents of that message.



### My Success Network

Select **My Success Network** from the navigation menu to display your personalized network. This channel lists the people and resources that are available to assist you. For each person or service listed, you will find contact information, supporting



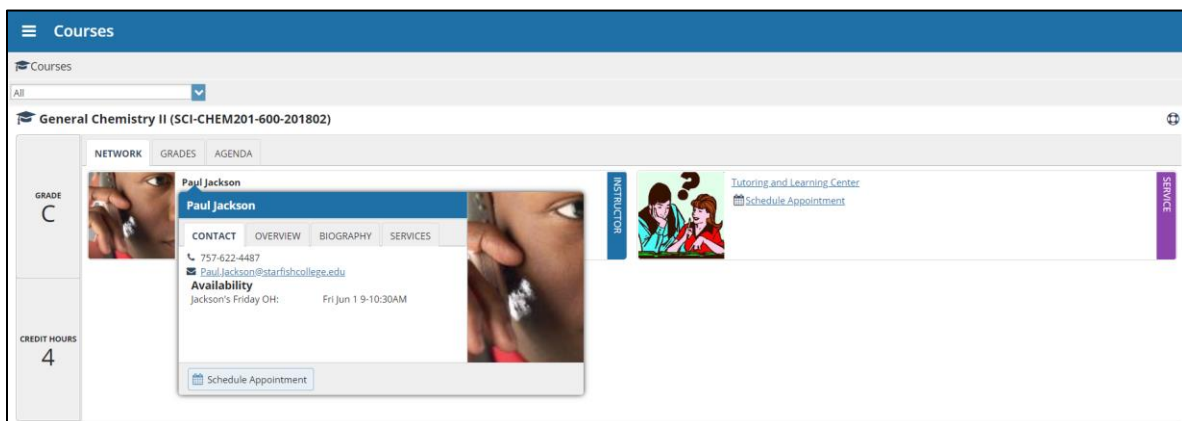
websites, and, if online scheduling is enabled, a link to Schedule Appointment. If a service includes a waiting room for walk-in appointments, you can click the “Waiting Room” link to find out how many students are currently in line.

If you happen to see services for West Valley College (WVC) instead of Mission College (MC) that is because your primary program of study is associated with

West Valley College rather than Mission College. There is nothing wrong with that, but this will impact which services you see.

## Courses

Select **Courses** from the side navigation 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** channel, it is personalized to show the people

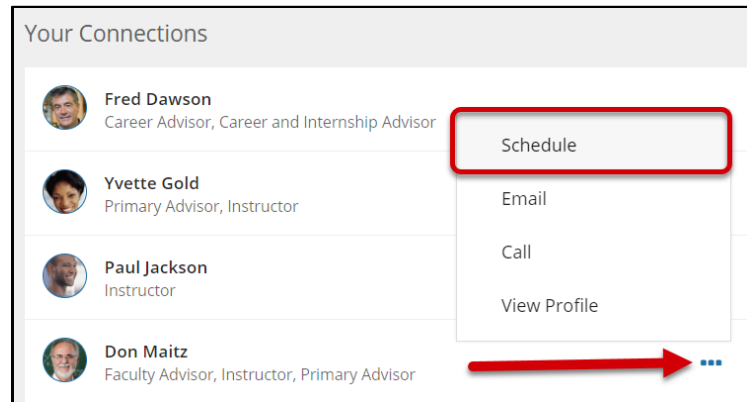


and services specific to the courses you are taking and gives you can **Schedule Appointments** or **Request Help** related to a course.

If **tutoring** is available in the Academic Support Center for any course you are enrolled in, you will find **links to Schedule Tutoring appointments** in that subject right here in the area connected to the course.

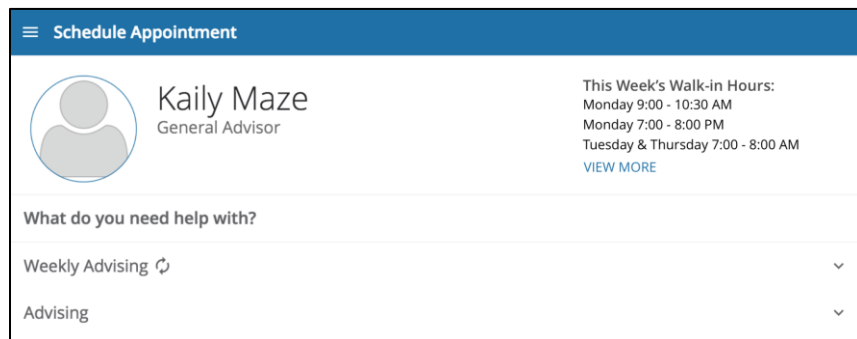
## Make an Appointment

1. From the **My Success Network**, click the ellipsis **⋮** beside the name of the person you want to schedule an appointment with, and then select **Schedule**.




For Services where appointments are available, select **Schedule** for the desired service.

Or, from the **Courses** channel, select **Schedule Appointment** below the contact information for the person or service.



2. Select the type of appointment you want to schedule and choose a reason from the list.

↑ Schedule Appointment



**Kamila Fletcher**  
Student Access Services

What do you need help with?

Accessibility Services ^


Accommodations Review

Equipment Request

Testing Request

- Adjust the date range as needed to find days and times that work for your schedule, and then select a time from the list.

↑ Schedule Appointment



**Kamila Fletcher**  
Student Access Services

What day and time works for you?

The appointment times you see do not overlap with your already scheduled appointments.

07-17-2020
→
07-31-2020

← July 2020 →

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

**Show:** All session types ▾

Monday, July 20 7 available

9:00 am - 9:20 am  
105 Smith Hall 20m

9:20 am - 9:40 am  
105 Smith Hall 20m

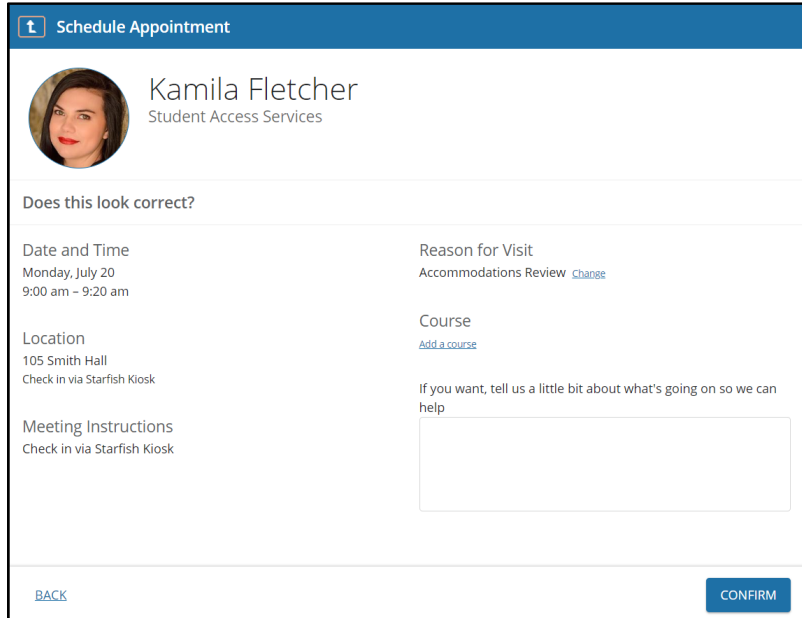
9:40 am - 10:00 am  
105 Smith Hall 20m

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Last Updated 6/2021


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4. Complete your sign up by adjusting any details, such as duration or course, where applicable, and add a description for why you want to meet.

5. Click **Confirm** to finish scheduling the appointment. A confirmation page



**Schedule Appointment**

 **Kamila Fletcher**  
Student Access Services

Does this look correct?

**Date and Time**  
Monday, July 20  
9:00 am - 9:20 am

**Reason for Visit**  
Accommodations Review [change](#)

**Location**  
105 Smith Hall  
Check in via Starfish Kiosk

**Course**  
[Add a course](#)


**Meeting Instructions**  
Check in via Starfish Kiosk

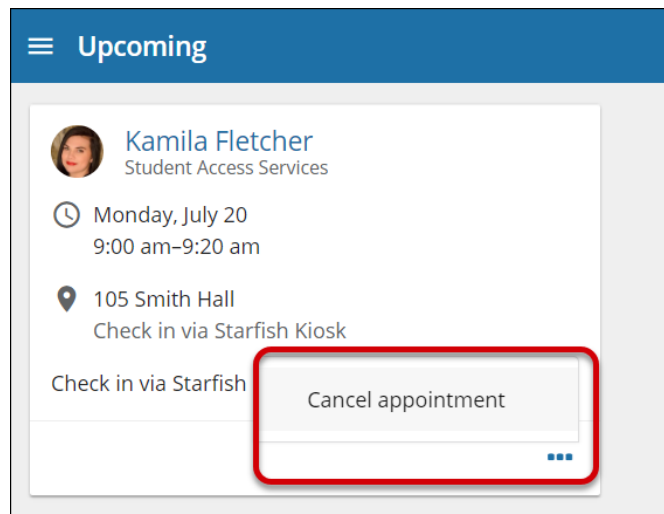
If you want, tell us a little bit about what's going on so we can help

[BACK](#) **CONFIRM**


displays allowing you to make changes to the appointment or jump to another page. Additionally, you will get an email with the appointment details and the appointment will be listed on the **Upcoming** tab.


## Change an Appointment


On the **Upcoming** tab, you can view scheduled appointments and make changes. Click on an appointment to make changes to it, such as changing the location or duration, when available. You can cancel the appointment by clicking the ellipsis  and selecting **Cancel appointment**.




**Upcoming**

 **Kamila Fletcher**  
Student Access Services

 Monday, July 20  
9:00 am-9:20 am

 105 Smith Hall  
Check in via Starfish Kiosk

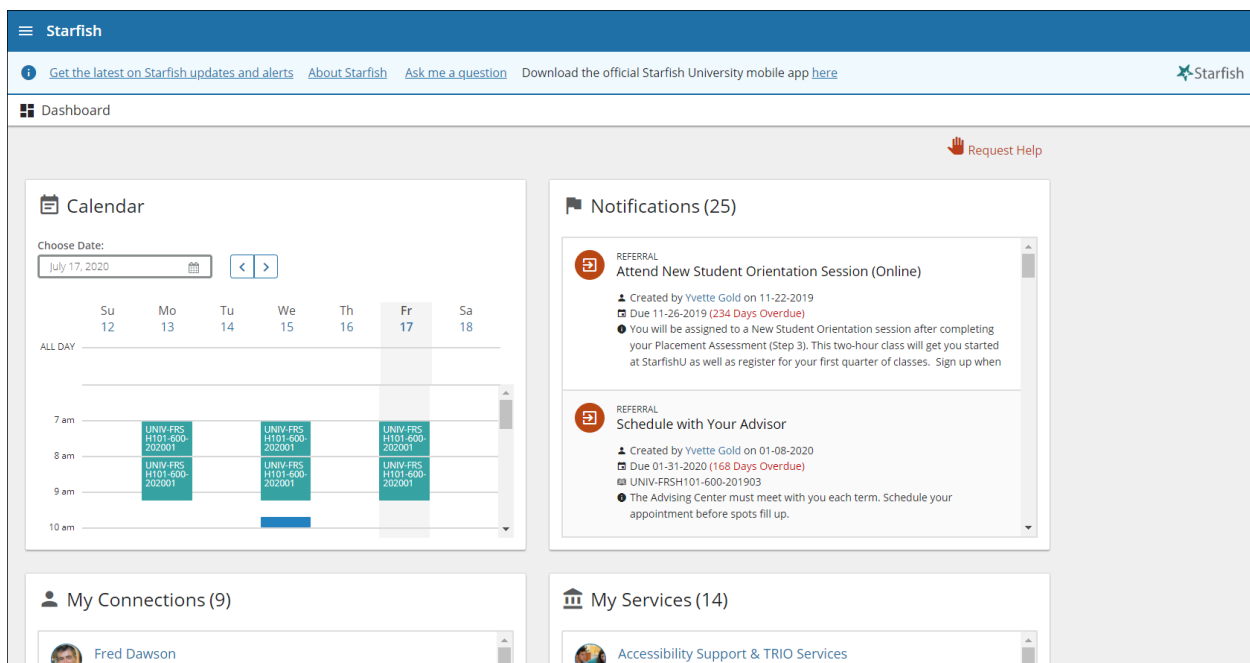
Check in via Starfish 

**Cancel appointment**

## Stay on Track

### Dashboard

Your **Dashboard** also displays upcoming appointments as well as 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



The screenshot shows the Starfish Dashboard interface. At the top, there is a navigation bar with the Starfish logo and a menu icon. Below the navigation bar, there are links for "Get the latest on Starfish updates and alerts", "About Starfish", "Ask me a question", and "Download the official Starfish University mobile app here". The main content area is titled "Dashboard" and includes a "Request Help" button. The dashboard is divided into several sections: "Calendar" (showing a weekly view for July 17, 2020, with appointments for UNIV-FRS H101-600-202001), "Notifications (25)" (listing two referrals: "Attend New Student Orientation Session (Online)" and "Schedule with Your Advisor"), "My Connections (9)" (showing a connection to Fred Dawson), and "My Services (14)" (showing a service for Accessibility Support & TRIO Services).

### Success Plans (Coming soon....)

The **Success Plans** channel will display any customized success plans created for you by your advisor. These plans contain specific tasks with due dates. Click **View Details** associated with a plan to display a printable version of the plan.