

# Teaching Your Students to (Star)Fish

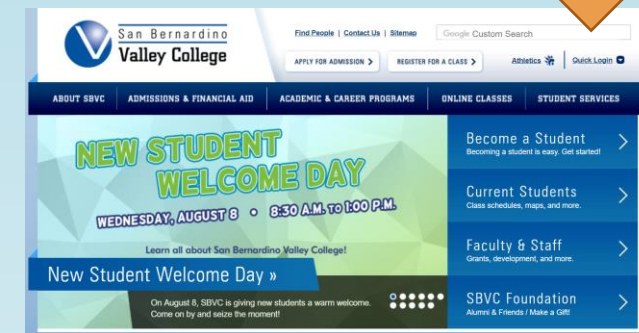


Starfish

by HOBSONS 

# Getting Started

- Go to your school's home page
  - [www.craftonhills.edu](http://www.craftonhills.edu)
  - [www.valleycollege.edu](http://www.valleycollege.edu)
- Click on the (Quick) Logins button at the top right of the screen and select “Starfish”
- Login with your WebAdvisor username and password



# Explore your Dashboard

Push the hamburger icon to display your drop down tool bar (as shown on the right)



≡ My Success Network

Search services and people

How can we help?

Your Name Here

- My Success Network
- Upcoming
- Dashboard
- Messages
- Degree Planner
- Success Plans
- Courses
- Raise Your Hand
- History

Click on your name to see or edit your Profile or Intake Survey... or to logout.

My Success Network contains contact information for people who are important to your success

See courses you are in or have taken, as well as pertinent information

Raise your hand to signal you have a question or need help and the right people on campus will be notified.

# Update your profile

Make sure all of your contact information is accurate and up to date

Click on this phone icon to opt in to text message alerts

The screenshot shows the 'Profile' page in the Starfish system. The page has a blue header with the 'Starfish' logo and a hamburger menu icon. Below the header are two tabs: 'Profile' (selected) and 'Intake'. The main content area is divided into several sections:

- Profile Picture:** A placeholder image with a blue link labeled 'Upload Photo' below it.
- Contact Information:** A section with a red warning: 'FERPA standards protect student data.' Below this is the user's name 'Your Name Here' and a 'Contact Information' heading. It includes fields for 'Login', 'Institution Email', and 'Alternate Email'. A note states 'All notifications will be sent to your institution email address.' There is a checkbox for 'Also send notifications to my alternate email address' which is currently unchecked. Below these are fields for 'Phone', 'Cell Phone', and 'Video Phone'. A 'Time zone' dropdown menu is set to '(GMT-08:00) Pacific Time', with a 'Display all time zones' checkbox below it.
- Weekly Updates:** A section with a checkbox for 'Send me a weekly status update about My Success Network' which is unchecked.
- Reminder Preferences:** A section with two options: 'Email me 15 minutes before the start of an appointment' (unchecked) and 'Email me at 5:00 pm the day before an appointment' (checked).

Orange callout boxes and arrows highlight key features: an arrow points to the 'Upload Photo' link; a large arrow points to the contact information fields; a circle highlights a mobile phone icon in the bottom right of the contact information section; and an arrow points to the 'Submit' button at the bottom right of the page.

Upload an appropriate picture of yourself

Click "Submit" at the bottom of the page

# Happy Starfishing!

