

Letter of Introduction Exercise

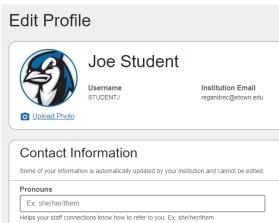
What is Starfish?

Starfish allows staff and faculty to support you when you need it. This software platform makes it easy to find the right people and services by connecting you to your current faculty, advisors and various campus service providers.

How to use Starfish?

After you are registered for courses, you can access Elizabethtown College's Starfish system by clicking <u>here</u> or by visiting the "Academics" section of the Current Student Gateway page on the etown.edu webpage and selecting the "Starfish" link.

How to set up your profile and send your letter of introduction to your FYS Advisor & Peer Mentor



1. Log in with your Etown email and password.

2. Click on the Menu button screen and select the arrow edit your profile



on the top left of your next to your name to

- 3. <u>Upload a photo of your face</u> and enter any other information you'd like to update (pronouns, alternate email, phone, etc.)
- 4. To send your letter, from the Menu, click the "Raise your hand" button.
- 5. Select the "Letter of Introduction" option towards the bottom

and leave the "No Course" option in the "Course" drop down

box. In the text box provided, enter your letter of introduction to your FYS Advisor & Peer Mentor. (Tell them about your interests, hobbies, strengths, what makes you excited about E-town, career aspirations, if you're transferring to Etown include any details about your previous college experience, etc.)

6. Click the Submit tab to send the notification.

If you are having difficulty logging in to Starfish or completing the tasks, please email Starfish@etown.edu.

