

SGPS STARFISH SPOTLIGHT

How to Log In to Starfish

You can access Starfish from many locations, there are 2 different options outlined below:

**Tip– Starfish works best on Google Chrome or Firefox.*

1. On the www.etown.edu/sgps website, Click “Student Resources”, then “Resources” and find the information and link for Starfish from there.
2. From within JayWeb or Canvas, in the toolbar click “Access Starfish”

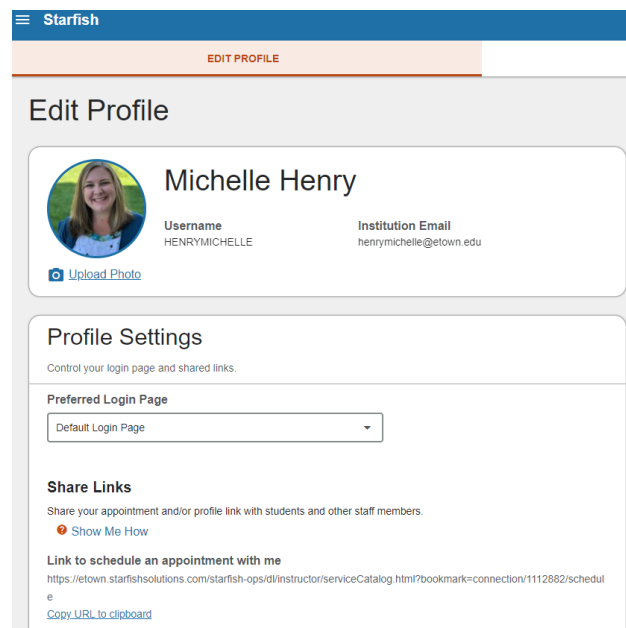
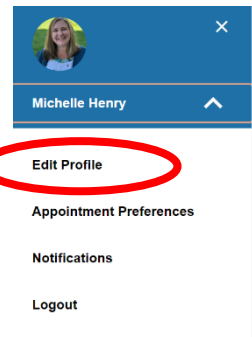
Log In with the same username (without @etown.edu) and password that you use for JayWeb.

How to Set Up Your Profile

Click on the Menu button, then the arrow next to your name, select “Edit Profile”. From here you can:

- Upload a Photo **highly recommended*
- Find links to add to your Signature line encourage folks to schedule with you or view your Starfish profile.
- Add an alternate email address
- Add your office phone number
- In the “About” section you can include a Biography as well as provide a general overview of what you can help students with during office hours or add direction to your office.

**Tip– You can copy and paste the Biography from your department website.*



How to Manage Appointment Preferences

Click on the tab for “Appointment Preferences”. From this page you can:

Office Hour Defaults

Customize appointment scheduling settings.

Minimum Appointment Length
30 minutes

Scheduling Deadline
Set a deadline for students to schedule appointments prior to the start of your office hours.

No Deadline

The day **before** the office hours at:
5:00 pm

The day **of** the office hours at:
9:00 am

Hour(s) before the office hours:
1

I want my schedule deadline to be flexible and **allow drop-ins after deadline has passed.**

- Set up any Appointment Preferences you may have such as:
 - Minimum appointment length
 - Scheduling Deadlines
- Sync your Outlook or Google calendar with your Starfish Calendar
- Add your Office Location (including virtual locations) **highly recommended*

How to Set Notifications

Click on the Notifications tab at the top. From this page you can:

- Provide an alternate email for email notifications
- Set the time of day you’d prefer your Daily Summary email to arrive **highly recommend a daily summary versus weekly*
- Set appointment reminders and if you’d prefer Alert Reminders
- You can also select to receive notifications each time a flag is raised, cleared or assigned to you- this would result in an email arriving outside of the once daily summary.

Notifications

Customize notifications of Starfish Activity and verify the accuracy of contact information in your profile.

Email Notifications

Send to my Institution Email:
henrymichelle@etown.edu

You can [provide a valid alternate email](#) to receive notifications to a preferred inbox.

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

Preferences

Set preferences for text and email notifications.

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 8:00 am

Weekly at 9:00 am

For questions or assistance contact: Starfish@etown.edu