STARFISH SPOTLIGHT

July 2017

How to Log In to Starfish

You can access Starfish from many locations, there are 3 different options outlined below:

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

Option 1. Visit the "Top Links" section of the Faculty/Staff page of the www.etown.edu site.

Option 2. From within Jay Web, on the left hand toolbar click "Access Starfish"

Option 3. From the "Students" section of the www.etown.edu site click on the Starfish button.

Log In with the same username and password that you use for JayWeb.

How to set up your profile?

1. Click on your name in the top right bar to view or edit your profile, select "Institutional Profile".

2. Upload a photo of your face, add info about yourself in your profile and consider listing your top 5 strengths.

*Tip– You can copy and paste the Biography from your department website.
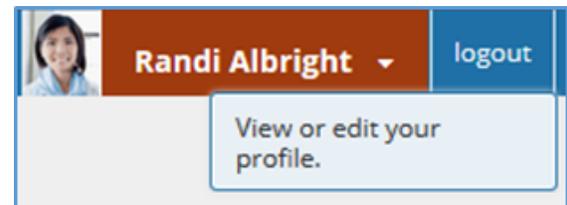
How to change email notification preferences?

1. Click the "Email Notifications" tab at the top of your profile

2. Scroll down to the "Summary Emails" section and select "Daily" and the time of day you prefer to receive your daily digest.

*Tip– Consider setting the time at the start of your scheduled office hour. We recommend daily emails rather then weekly.

How to add Office Hours?

1. Click the "Appointments tab" at the top of the menu

2. Click "Office Hours" button and enter your office hour info.

3. Consider adding a "Start/End date".
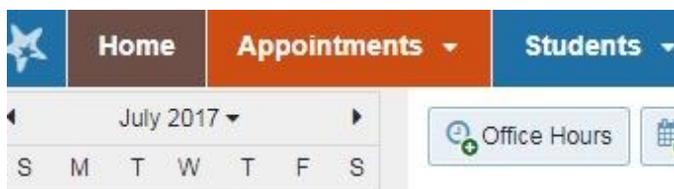
For questions or assistance contact: Starfish@etown.edu