

Starfish – How to Set Up Your Profile

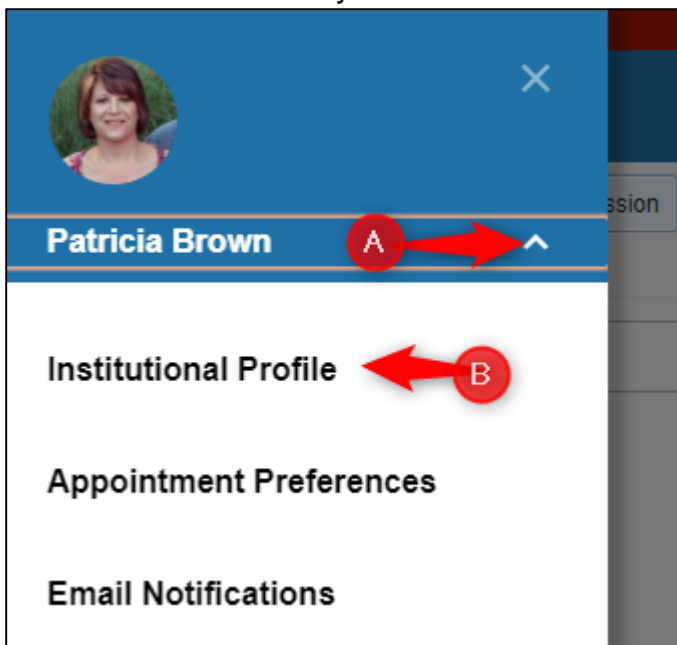
This tutorial will show you how to **set up your institutional profile**.

Directions:

1. Log into Starfish.
2. Click on the **3 bars** by the Starfish title.




3. Click the **arrow** next to your name and then **Institutional Profile**



4. Fill out information in the first section. You can also upload a photo if desired.

Please fill out as much of your profile as possible; students will see some of this information depending on your role.

Patricia Brown [Last Login: undefined]


[Upload Photo](#)

Login Page:

Title:

Contact Information

Login: Institution Email:

Phone: Alternate Email:

Cell Phone: Video Phone:

Send my correspondence to: Institution Email Alternate Email Both

Display all time zones Time zone:

5. Add a general message in the **General Overview** section.

General Overview

A general message should go here. Tell people how you can help them during your office hours.

6. Add your biography in the **My Biography** section.

My Biography

Use this space to tell others about yourself. You can include your educational background, work experience, areas of research and st

7. Click **Submit** button at the bottom right or upper right.



NOTE: To return to the home page, click the **3 bars** and then **Home**

