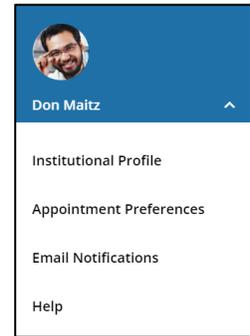


Setup your Profile

The Institutional Profile is what students and others in the Starfish system see - including your picture, contact information, and background. Some information is automatically populated from Banner (like your picture). You will want to review that information to make sure it is accurate and add any missing information.



Institutional Profile

1. Once you are logged into Starfish, select the "hamburger" icon (**the three lines**) in the upper left-hand corner to open the left menu.
2. Click on your name in the Top Navigation bar and select the **Institutional Profile** tab.
3. To change the photo, browse to a photo file (.jpg, .png, or .gif), and then click the **Upload Now** button to update your photo.

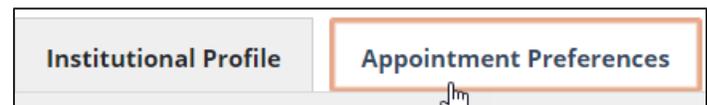
4. Edit your **Phone** and add an **Alternate Email** address, if needed. Select the **Both** radio button to receive email at both accounts.
5. Add information to the **General Overview** and **My Biography** sections to let students know a bit more about you.

This information will appear to students who can make appointments with you in Starfish.

6. Click the **Submit** button to save your changes.

Create Meeting Locations

1. Select the Appointment Preferences tab
2. Go down to **My Locations**. Locations are needed in order to set up Office Hour availability. Select **Add Location** to create all locations you may need (e.g., multiple campuses, phone, and online).
3. A pop-up window will appear titled **Add Location**. If you have multiple locations for your office hours, each location needs to be added one at a time.



Type	Name	Instructions
Office	Advising and Counseling-Warwick 1054	

Under Name include campus, if needed. Under Instructions, include specific information students will need, such as "check in at front desk", "knock before entering", "back cubicle". For Phone or Online locations include phone number and/or login information (e.g., use Collaborate in Blackboard). Select Save to save location and start another.

4. Click the **Submit** button to save your changes.