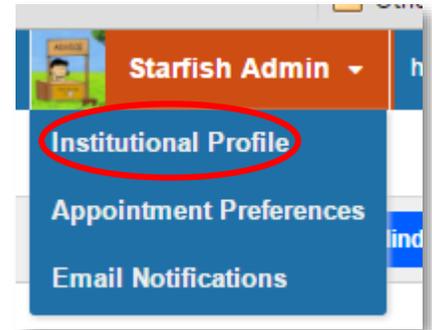


Configuring Your Profile in Starfish

One of the first customizations you will want to configure when you access Starfish is your “**Institutional Profile**”. This is the profile that colleagues and student of your institution will see.

1. Click on the arrow by your name to choose the “**Institutional Profile**” option.



2. First you will need to enter your contact information.

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

A screenshot of the Starfish Admin profile configuration page. The page title is "Starfish Admin" with a sub-header "[Last Login: 4:32 pm]". There is a "Login Page" dropdown menu set to "Default Login Page". Below this is the "Contact Information" section with fields for "Login" (starfishadmin), "Institution Email" (fake@test.edu), "Phone", "Alternate Email", "Cell Phone", and "Video Phone". There are radio buttons for "Send my correspondence to" (Institution Email, Alternate Email, Both) and a checkbox for "Display all time zones". A "Time zone" dropdown is set to "(GMT-05:00) Eastern Time". On the left, there is a cartoon illustration of a doctor at a desk with a sign that says "ADVICE" and "THE DOCTOR IS IN". Below the illustration is an "Upload Photo" link. A dropdown menu is overlaid on the right side of the page, showing options: "Default Login Page", "Appointments -> Agenda", "Appointments -> Day View", "Appointments -> Week View", and "Students -> My Students".A close-up screenshot of the "Photo" upload field. It shows a text input with the placeholder "Select an image" and a "Browse..." button. Below the input are "Upload Now" and "Close" buttons.A close-up screenshot of the "Receive notifications on your mobile phone:" section. It includes a mobile phone icon and text: "Enter the email address for your mobile phone as indicated below for each provider.e.g., 8885551212@txt.att.net". Below this is a list of providers and their corresponding email addresses:

- AT&T: cellnumber@txt.att.net
- Verizon: cellnumber@vtext.com
- T-Mobile: cellnumber@tmomail.net
- Sprint PCS: cellnumber@messaging.sprintpcs.com
- Virgin Mobile: cellnumber@vmobl.com
- US Cellular: cellnumber@email.uscc.net
- Nextel: cellnumber@messaging.nextel.com
- Boost: cellnumber@myboostmobile.com
- Alltel: cellnumber@message.alltel.com

Questions? Please contact advising@radford.edu

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3. Next, type your general overview message.

General Overview

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

4. Then, fill in your short biography section. This might include educational background, work experience or areas of research and study.

My Biography

Use this space to tell others about yourself. You can include your educational background, work experience, areas of research and study, or any other information that would be relevant to others on campus.

5. Finally don't forget to submit your changes via the submit button in the bottom right-hand corner.

Never Mind Submit



Questions? Please contact advising@radford.edu