



## Starfish - Student Instructions

### Creating Your Starfish Profile



South Texas College has implemented the Starfish Early Alert system to assist in communication between faculty and students. In an effort to optimize Starfish as an Early Alert System, students are encouraged to “Create a Starfish Profile”. By creating a profile, students can schedule appointments to meet with their instructor(s) and receive important notifications from their faculty. South Texas College wants to ensure that students are aware of new tools that are available to them to help keep them on the right path to successfully completing their courses and graduate.

The following instructions were developed to help students set up their Starfish profile. For students that have a profile set up but need to update their account, start at Step 4.

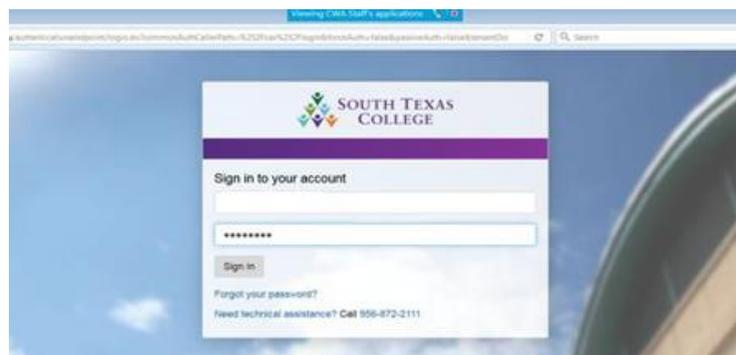
### Setting Up Your Profile

Step 1: Click on JagNet on the top of the South Texas College web page and log on using your JagNet credentials (username and password). Refer to Figure 1 and Figure 2 below.

Figure 1.

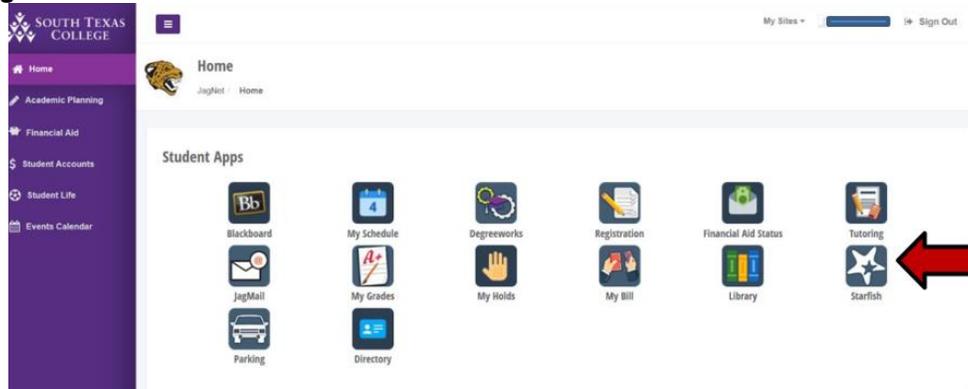


Figure 2.



**Step 2:** Once you are logged on to JagNet, scroll down to the Student Apps section and click on the Starfish Icon. You will be prompted and directed to a new page/screen. Refer to Figure 3 below.

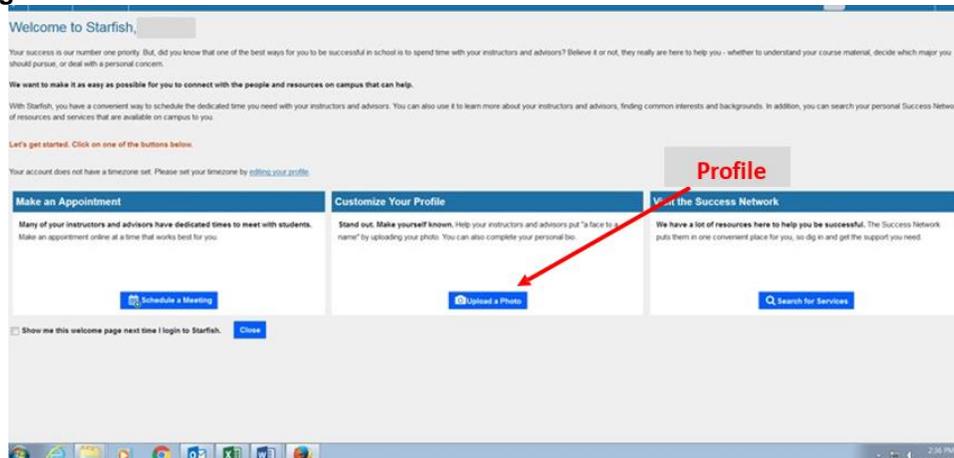
**Figure 3.**



**Step 3:** The Starfish webpage should appear. Please read the instructions on the page and follow the steps to set up your student profile.

Click on the “Customize Your Profile” and update any necessary information like: mailing address, email address, phone numbers, etc. Refer to Figure 4 below.

**Figure 4.**



**Step 4:** (Students that have already set up their profile can start here)

Click on the **Editing your profile** link and it will take you to the **Contact Information** Page, refer to Figure 5 below. Please check off the box towards the middle of the profile that says: “Also send notifications to my alternate email address” (shown in red box below).

**Figure 5.**

The screenshot shows the 'Contact Information' page with the following fields and options:

- FERPA standards protect student data.** (Last login: 1:52 pm Today)
- Contact Information**
- Login**
- Institution Email** (text input)
- Alternate Email** (text input, value: student@gmail.com)
- All notifications will be sent to your institution email address.
- Email Preference**
  - Also send notifications to my alternate email address
- Phone** (text input)
- Cell Phone** (text input)
- Web Meeting** (text input)
- Time zone** (dropdown menu, value: (GMT-06:00) Central Time)
  - Display all time zones
- Weekly Updates**
  - Send me a weekly status update about My Success Network
- Reminder Preferences**
  - Email me 15 minutes before the start of an appointment
  - Email me at 9:00 am the day of an appointment

**Step 5:** Fill out all your personal information and click submit at the bottom of the page to save.

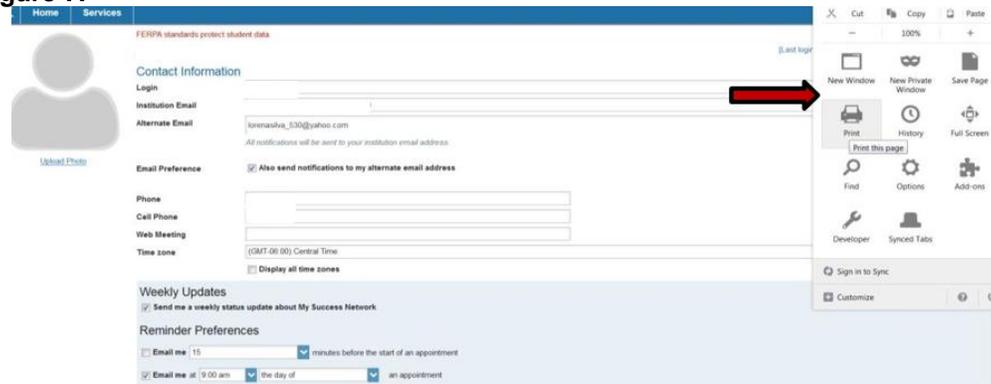
**Step 6:** A copy will need to be given to your instructor. To print or save an electronic copy, go to the menu icon at the top right hand corner. Refer to Figure 6 below.

**Figure 6**

The screenshot shows the same 'Contact Information' page as Figure 5, but with a red arrow pointing to the menu icon (three horizontal lines) in the top right corner of the browser window.

**Step 7:** The menu will drop down and select the print icon, refer to Figure 7 below. Once you have printed or saved a copy, submit it to your instructor..

**Figure 7.**



**It is important to stay on track, complete your courses, fulfill the requirements on your degree plan, and graduate on time.**

For additional questions, please contact:  
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