



Starfish - Faculty Instructions

Setting Up Your Profile, Office Hours, and Location



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, faculty are reminded that they must either **set-up and/or update** their Starfish Profiles (office hours, location, etc), so students can have the most up-to-date information in order to schedule an appointment, when necessary.

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

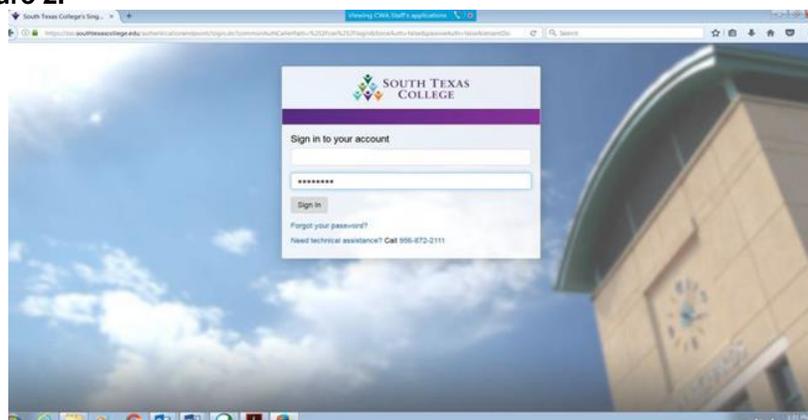
Setting Up Your Profile

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 Figures 1 and 2 below.

Figure 1.

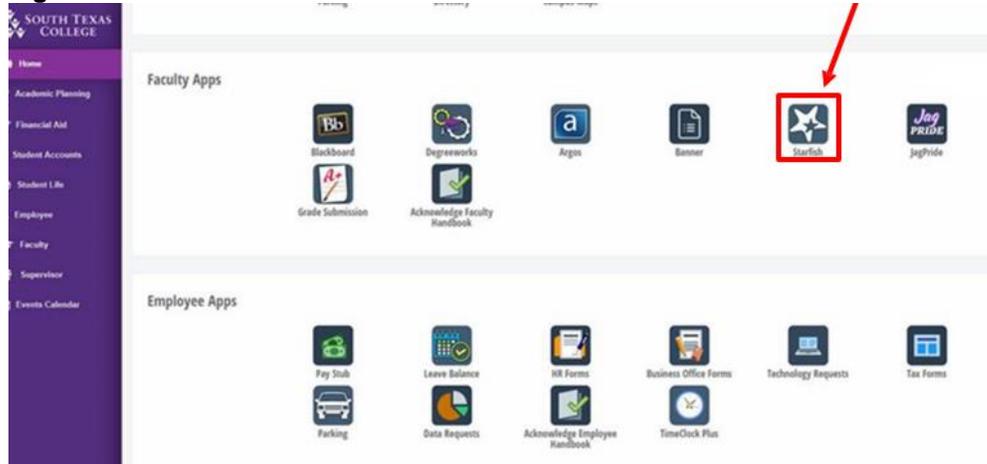


Figure 2.



Step 2: Once you have logged on to JagNet, scroll down to the Faculty 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.

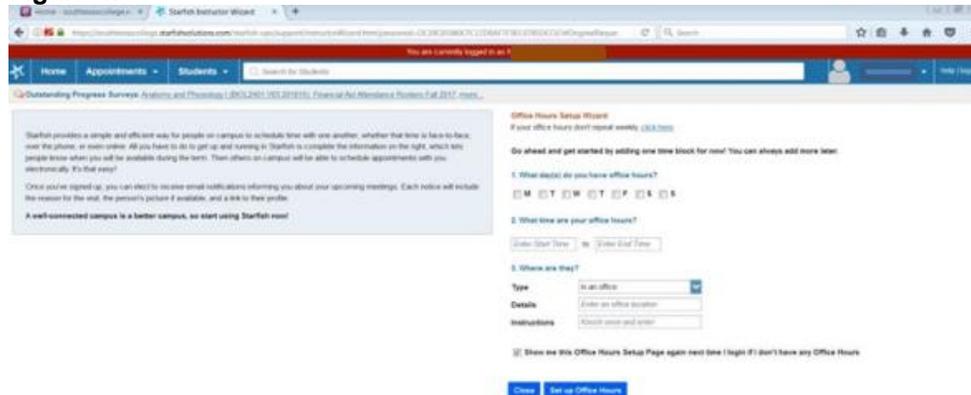


Step 3: The Starfish webpage, in Figure 4 below, should appear. Please read the instructions on the page and follow the steps to set up your office hours and campus location.

Below is a quick step by step for setting up office hours.

Note: If your office hours change every semester, please update this section.

Figure 4.



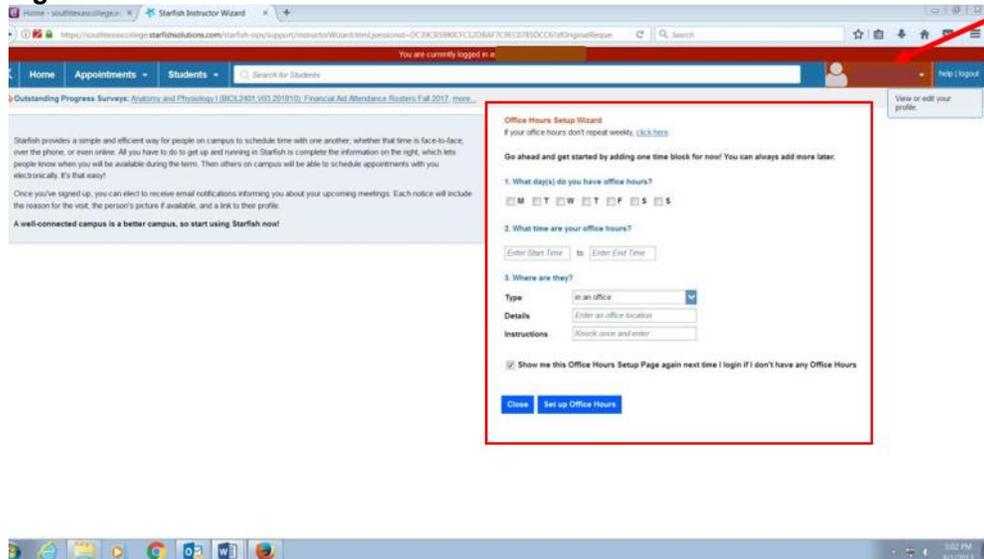
Setting up Office Hours:

1. Click on the day(s) you will have office hours
2. Enter the times for your office hours
3. Click on the down arrow to select the location of your office hours (i.e. in an office, on the phone, online, etc.). In the "Details" box enter your office location (ex. J-1.101, Pecan Campus), and in the Instructions section, you can enter additional information like "please arrive 10 minutes early, bring your book, etc."
4. Click on the "Set up Office Hours" tab to submit and save.

Step 4: (For faculty that have already set up their profile but need to update their office hours and information will start here).

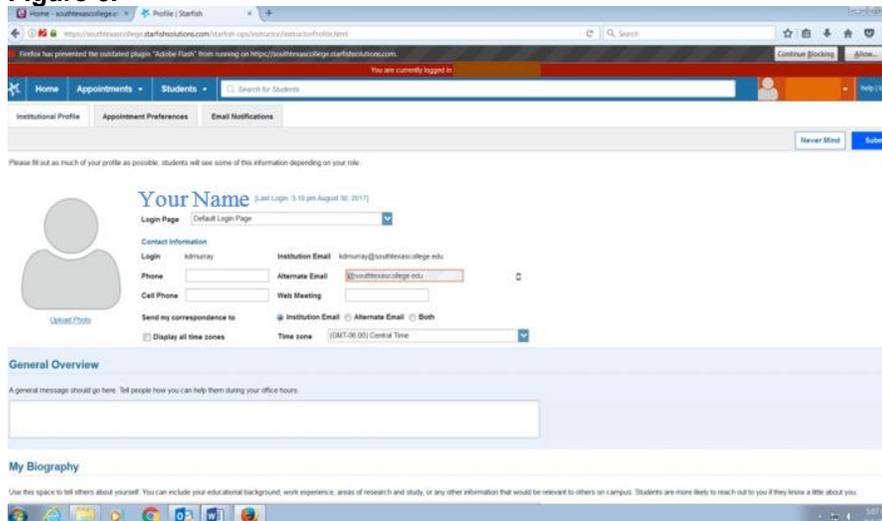
Place cursor over your name and click “View or Edit Your Profile”. Refer to Figure 5 below.

Figure 5.



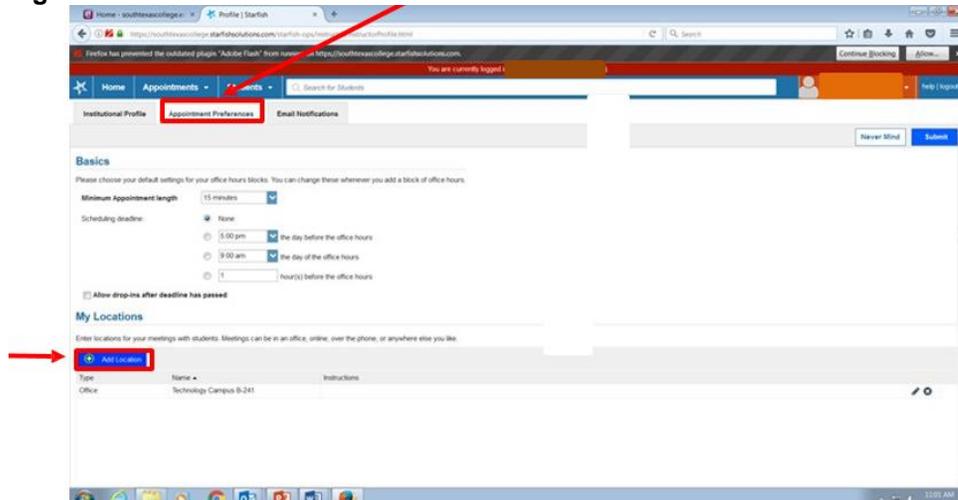
Step 5: Enter or update your contact information (email address, cell phone, etc). Refer to Figure 6 below.

Figure 6.



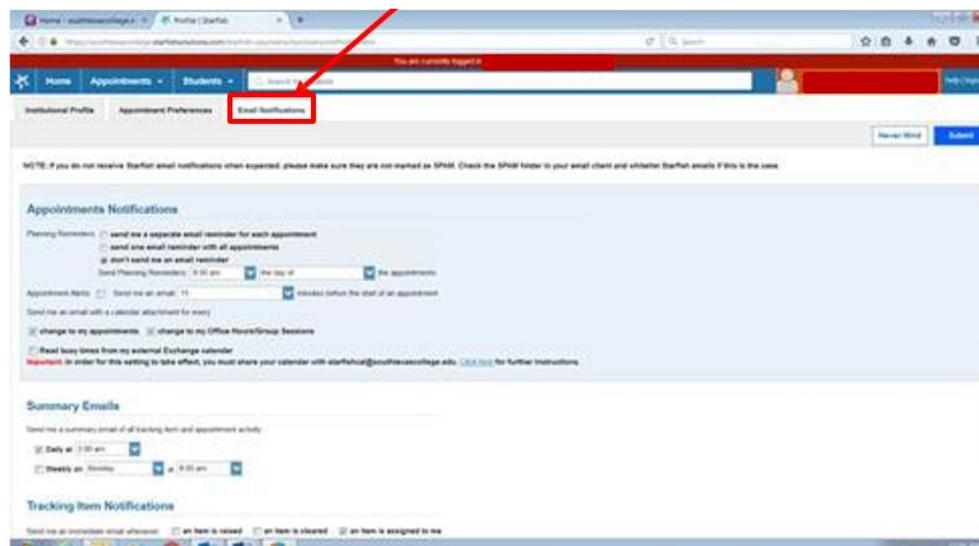
Step 6: Once your profile has been set up, click on the “Appointment Preferences” box on the top-left hand side of your screen to update or add office locations, refer to Figure 7 below. Once complete, click the submit button on the bottom-right hand side.

Figure 7.



NOTE: You can also modify your email preferences by clicking on the “Email Notifications” tab. Refer to Figure 8 below.

Figure 8.



For additional questions, please contact:
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