

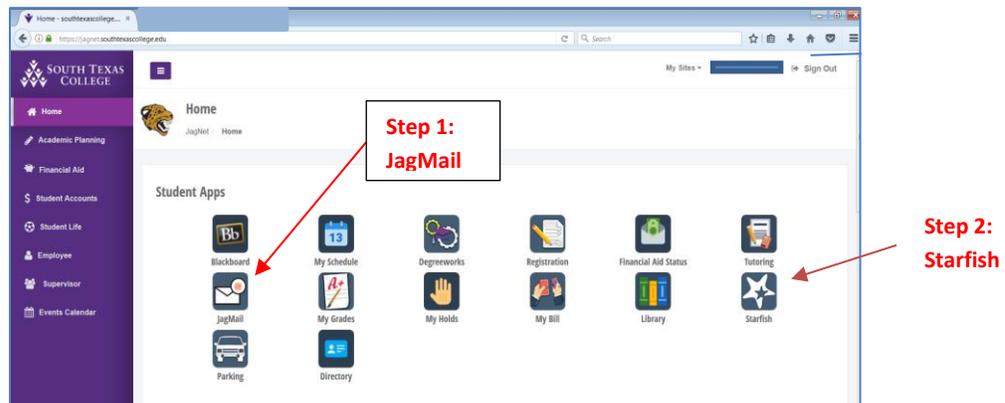
South Texas College wants to ensure that you are aware of some of the tools that are available to help students successfully complete their courses. To accomplish this, STC implemented the Starfish Early Alert system to assist with communication between faculty, support staff, and students. Starfish has many capabilities to help students succeed in their course.

If your instructor raises a flag, you will be notified via email. If you receive an alert that a flag has been raised, please make an appointment to see your professor so that he/she can provide you with resources or tools to help you succeed. Using Starfish, you can schedule an appointment to meet with your professor to discuss the flag and learn about options available to you. You can also use Starfish to raise your hand to ask your professor or advisor for assistance.

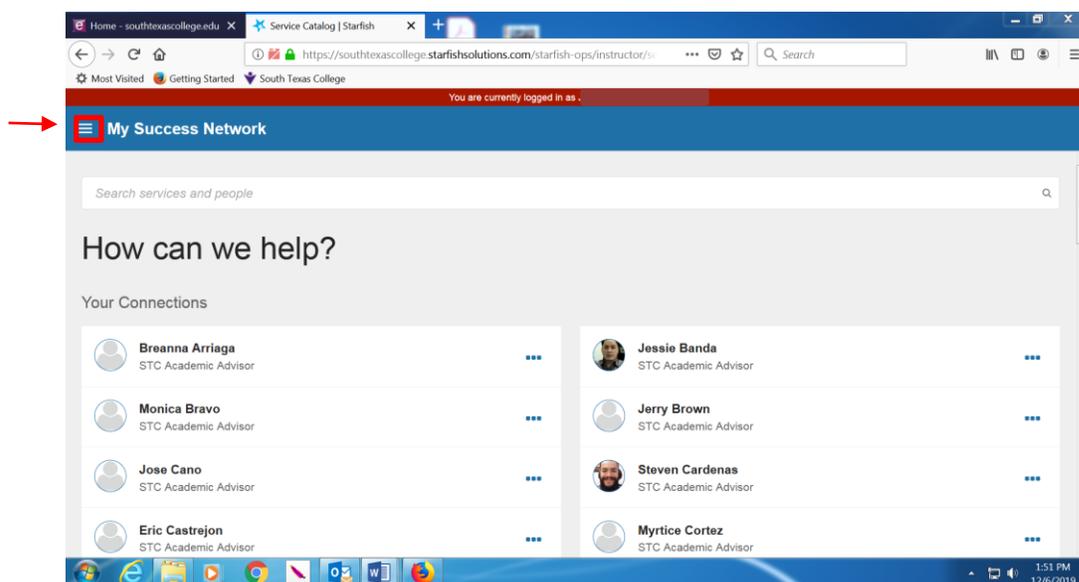
We also want to stress the importance of checking your email on a regular basis in case a flag is raised. Please follow the steps below to activate your email and set up your profile.

Step 1: To activate your STC email account:

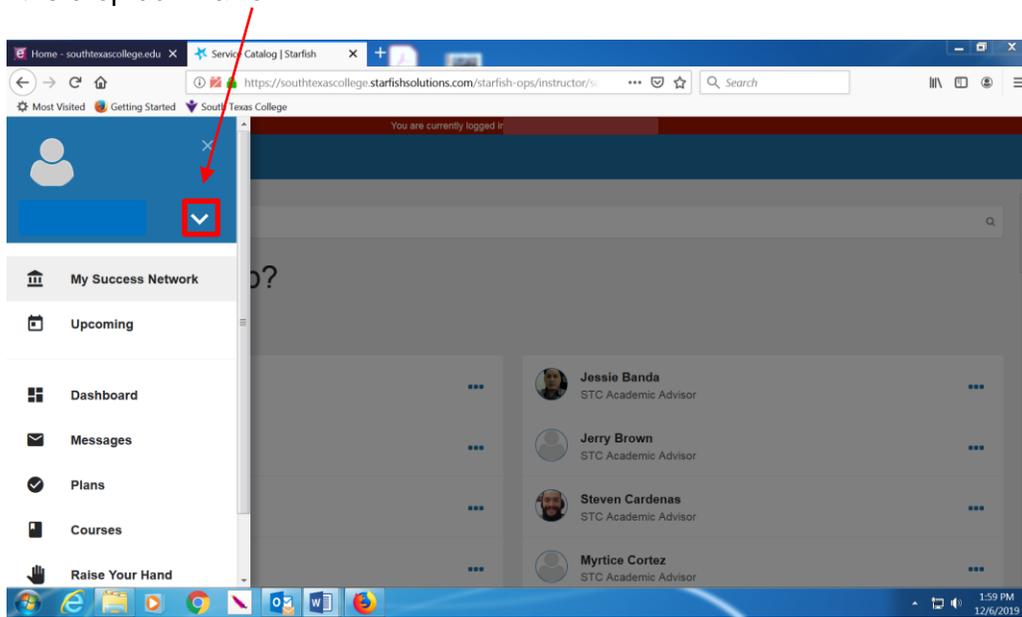
Log-In to the **JagNet Portal** and locate the “**JagMail**” icon under “Student Apps” of your screen. Click on the App to activate your email account. If you have trouble accessing your email, please ask your instructor for assistance or contact the HelpDesk at 872-2111.



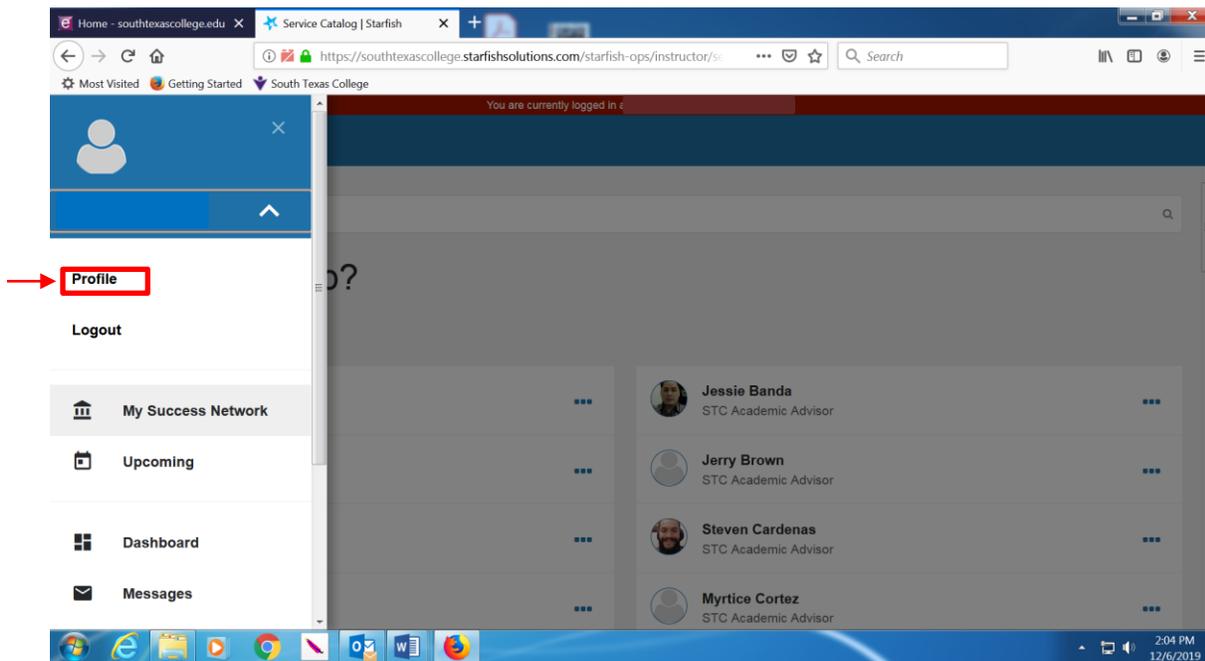
Step 2: Using the Jagnet Portal, locate the **Starfish link** on your screen (see above) to **set up your profile:** Next click on the menu button at the top left corner (**see below**).



Step 3: Click on the drop down arrow:

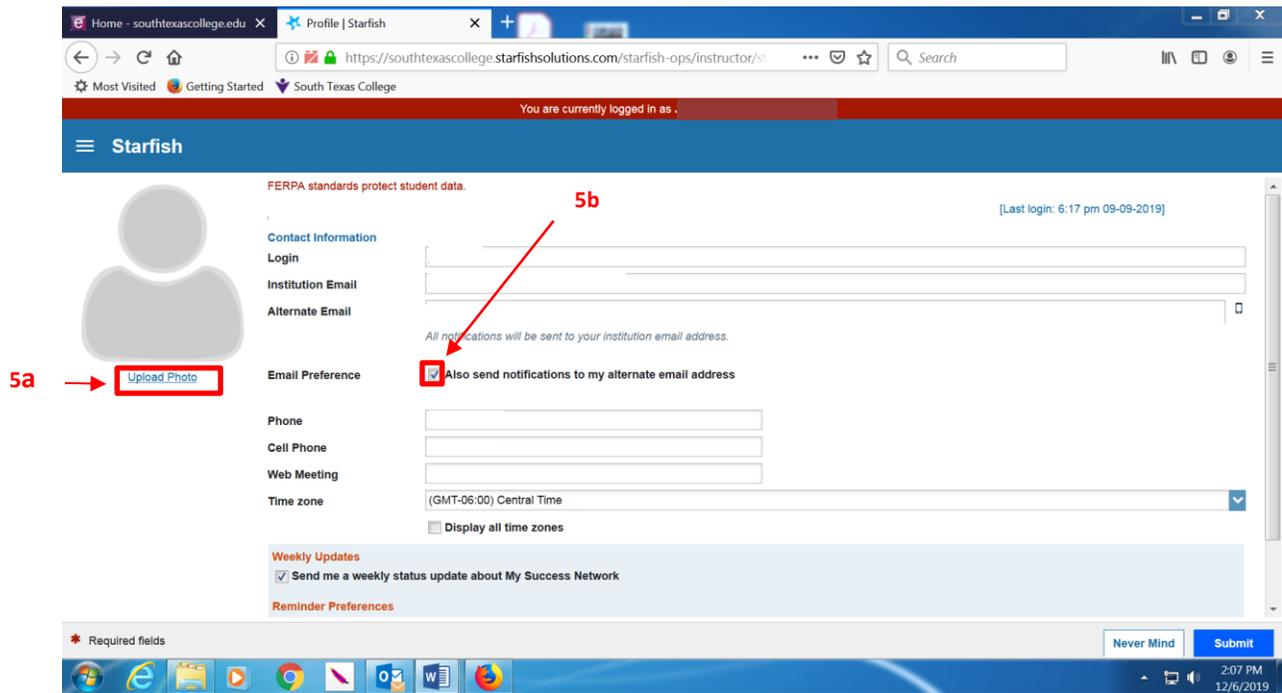


Step 4: Next, select "Profile":

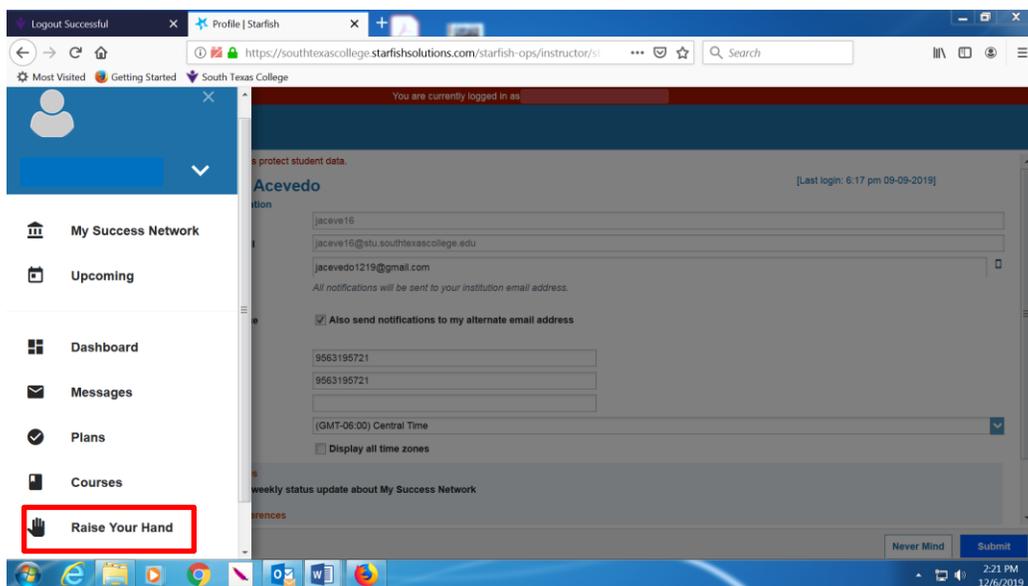


Step 5: In your Profile page, you have the option to upload your picture (5a) if you wish. This is optional. Please **confirm** that your contact information, email addresses, phone numbers, etc., are correct And/or provide updates, if necessary.

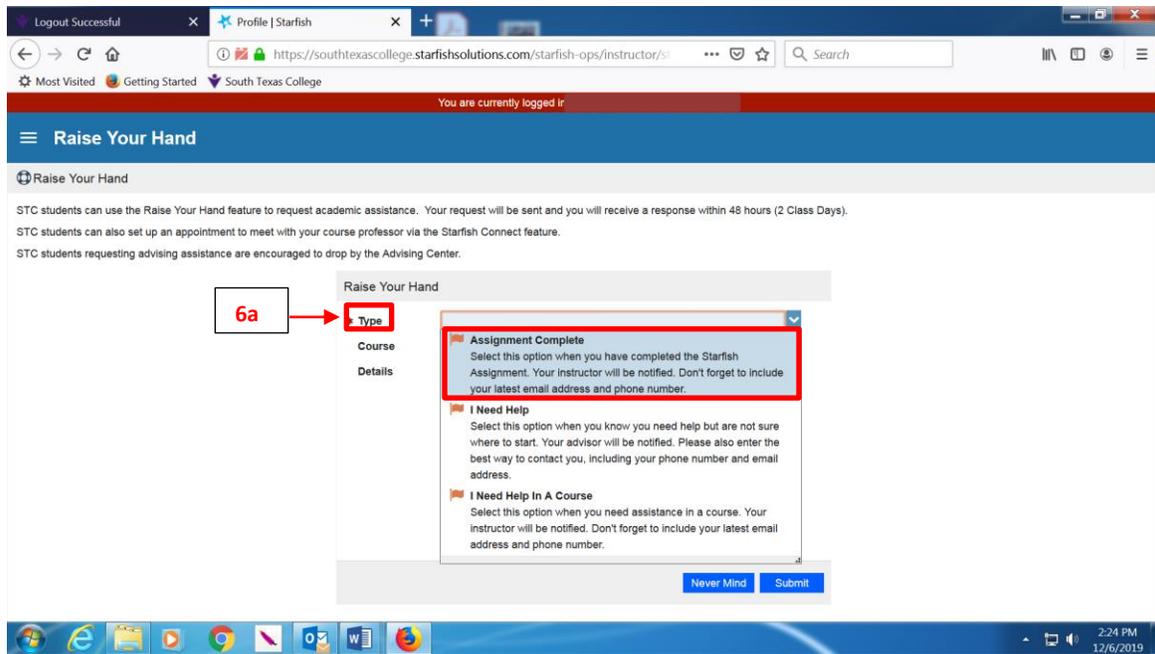
Note: Please check off the box towards the middle of the profile that says: “Also send notifications to my alternate email address” (5b).



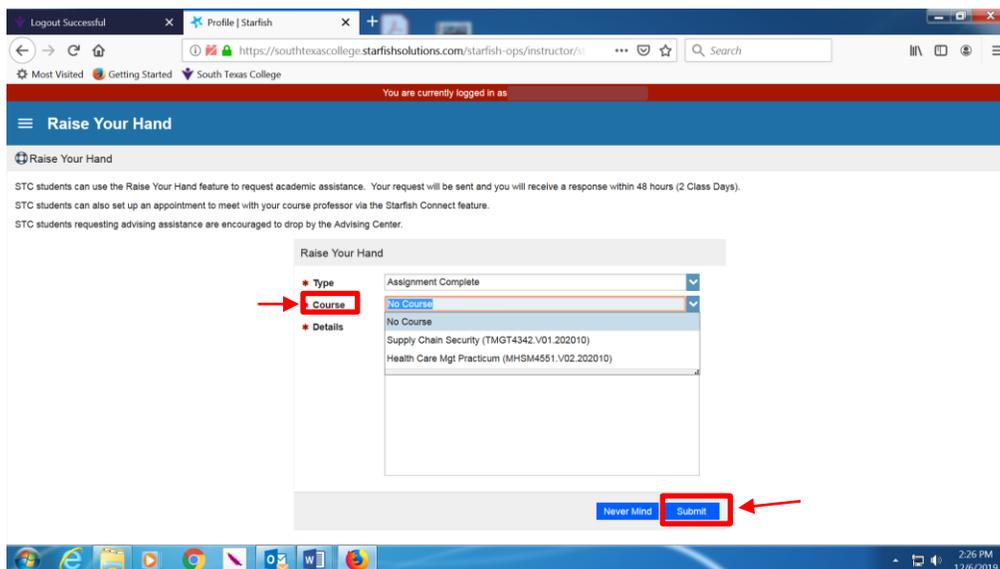
Step 6: Once you have set up your profile, please click on the “Raise Your Hand” icon located to the left of your screen.



- Click on the dropdown button under “**Type**”, and choose “Assignment Complete” (6a).



- Next click on the dropdown button under “**Course**” and select the course for the instructor who asked you to participate in the Starfish Assignment.
- Once this is done, please click Submit.



NOTE: If you have already done this assignment in another class, it is not necessary to do it again, unless there have been any changes in contact information that you need to update. Please let your instructor know if you have recently done the assignment in another class.