Getting Started – Faculty & Staff

How to Login

1. Sign-in to your My Portal using your single sign-on credentials
2. Once logged in, you can add the Starfish app to your Dashboard from the Apps Catalog

Setting Up Your Profile

1. Once logged in, click on Menu Icon.
2. Click on your name on the top navigation bar and select the Institutional Profile tab
3. Fill in your contact information, title, general overview, biography, and confirm the correct time zone is displayed. Please use information you are comfortable sharing with students and colleagues.
4. Use the Upload Photo link to add a photo to your profile.
5. Select the Email Notifications tab and change “Tracking Item Notifications” to your preference.
6. Once completed, select “Submit” to save updates.
Accessing Rosters

Access your rosters and students by using the menu on the left-hand side. Expand the Students drop-down menu to access:

My Students Tab – Rosters: Find your class sections under the “Connection” drop-down

Accessing Tracking Items

Access your rosters and students by using the menu on the left-hand side. Expand the Students drop-down menu to access:

Tracking Tab – Tracking Items: Allows you to view what flags, kudos, and referrals you have raised and/or cleared

Use the filters provided to filter your students based on your connection to them or the status of a flag. Most instructors will only see their flags unless they have multiple roles and connections to students, such as a counselor who is also an instructor.

Steps to using the Tracking tab:

1. Find your class under “Connection” drop-down
2. View all submitted flags and the status of the flags by selecting “Active and Resolved” under the “View” drop down
3. Use the filter function to sort by tracking item status, tracking item type, or by dates submitted.