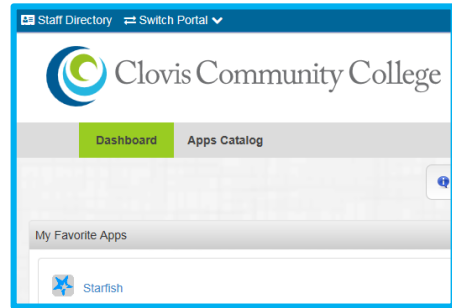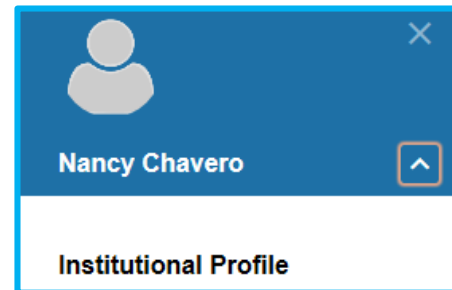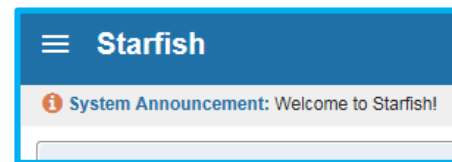## How to Login

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.

Staff Directory ⇄ Switch Portal ⌄

Clovis Community College

Dashboard   Apps Catalog

My Favorite Apps

Starfish

☰ **Starfish**

ⓘ System Announcement: Welcome to Starfish!

Nancy Chavero

Institutional Profile

| Institutional Profile | Appointment Preferences | Email Notifications |

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

Nancy Chavero [Last Login: 12:42 pm September 13, 2018]

Login Page   Default Login Page

Title

Contact Information

Login   nc009@SCCCD.EDU   **Institution Email**   nancy.chavero@cloviscollege.edu

Phone   559-325-5230   **Alternate Email**

Cell Phone   **Video Phone**

Upload Photo

Send my correspondence to   ⦿ Institution Email ◯ Alternate Email ◯ Both

☐ Display all time zones   **Time zone**   (GMT-08:00) Pacific Time

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
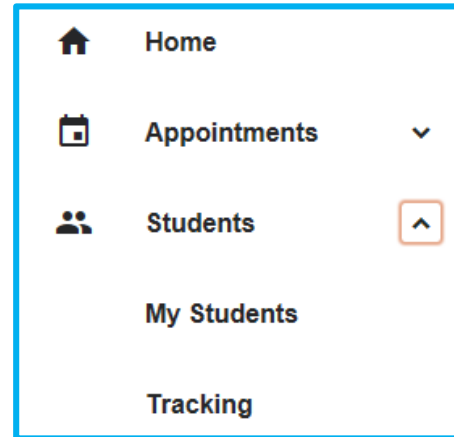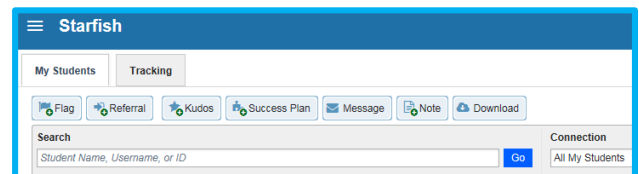
Accessing Tracking Items

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.